



DELHI TECHNOLOGICAL UNIVERSITY

MINUTES

of

48th Meeting

BOARD OF MANAGEMENT

Date : 18.08.2022

Time : 11:30 A.M.

**Venue : Room No. 307, 2nd Floor,
Administrative Block,
Delhi Technological University**

Shahbad Daulatpur, Bawana Road, Delhi-110042

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Delhi Technological University

(Estd. by Govt. of NCT of Delhi vide Act 6 of 2009)

(Formerly Delhi College of Engineering)

No.F.DTU/ORG/BOM/Meeting/09/Vol-XVIII /1440

Date : 23.08.2022

Minutes of 48th meeting of the Board of Management of Delhi Technological University held on 18th August, 2022 at 11:30 A.M. in Room No. 307, 2nd Floor, Admin Block, Delhi.

The following were present:

1. Prof. J.P. Saini, Vice Chancellor, Delhi Technological University.
2. Ms. Alice Vaz R. IAS, Secretary, Directorate of Training and Technical Education and Higher Education, Government of NCT of Delhi.
3. Sh. Bhupesh Chaudhary IAS, Director, Directorate of Training and Technical Education, Government of NCT of Delhi.
4. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad
5. Prof. Rajeev Tripathi, Professor HAG, Motilal Nehru National Institute of Technology, Allahabad, Prayagraj, Uttar Pradesh.
6. Prof. Pragati Kumar, Dean (Industrial Research & Development).
7. Prof. Rajeshwari Pandey, Dean Academic (UG)
8. Prof. Nirendra Dev, Professor, Civil Engineering Department
9. Prof. Narendra Kumar, Professor, Electrical Engineering Department.
10. Prof. Madhusudan Singh, Registrar

Ms. Suman Dhawan, Deputy Director (SB), Directorate of Training and Technical Education, Government of NCT of Delhi and Sh. D.P. Dwivedi, Consultant (Finance & Planning), DTU also attended the meeting as Special Invitees. Sh. Mahesh Kumar, Dy. Controller of Finance, DTU was also present in the meeting.

Prof. Parimal H. Vyas, Former Vice Chancellor, Maharaja Sayajirao University of Baroda, Vadodara, Gujarat could not attend the meeting due to his pre-occupation.

Agenda 48.1 : Opening remarks by the Vice Chancellor.

The Vice Chancellor welcomed all the members of the Board of Management in its 48th meeting. He informed that on 20th July 2022, two newly constructed Girls and Boys hostels i.e. Virangana Lakshmibai hostel for Girls and Dr. A.P.J Aboul Kalam hostel for Boys were inaugurated by Hon'ble Deputy Chief Minister of Delhi. These hostels will accommodate an additional 660 girls and 330 boys students. The convocation of the University is scheduled to be held on 25th August 2022 where 2398 UG and 707 PG and about 55 Ph.D degrees will be conferred.

Vice Chancellor also informed that the 2021 NIRF rankings placed DTU at the 36th position among the Engineering Institutions and at 42nd in the category of Universities. This year in NIRF 2022 rankings DTU is placed at the 35th position among the Engineering Institutions and at 38th in the category of Universities. The University has got 1st position as per Times Engineering Ranking 2022. Recently India Today has ranked the University 6th amongst the top universities in India. Whereas last year DTU was ranked 7th by India Today in the University Category.

In 2021-22, 2434 job offers were received by undergraduate and postgraduate students and they were placed in 394 reputed companies. Recently highest pay package of INR 1.84 crores is offered by PALANTIR (London). The highest domestic package is offered by Apple of INR 64 Lakhs. Further, 137 companies have visited the University and offered internship to 713 students.

The Vice chancellor also placed the status of Placement and Internship 2021-22 of the University before the members. The details are as below:

Placement Statistics (2021-22)

Placements (2021-22)	
No of Companies	394
No of Offers	2434
Highest International CTC	1.84 Cr. PA (Palantir)
Highest Domestic CTC	64 (Apple)
No of offers above 1 Crore (International)	14
No. of offers above 20 LPA	410
Average CTC	14.85LPA

Internship (2021-22)	
No of Companies	137
No of Offers	713
Highest Stipend	2 LPM (Sprinklr 21 Offers)
Average Stipend	45427

As per NIRF ranking, in the criteria related to placement and higher education DTU has scored-

Placement Statistics (2022-23)-Ongoing

Placements (2022-23) 20th July- 16th August, 2022	
No of Companies	35
No of Offers	435
Highest Domestic CTC	51 LPA (Microsoft)
Average CTC	23.80LPA (as on 16 th August 2022)

Internship (2022-23)	
No of Companies	20
No of Offers	165
Highest Stipend	Rs2,00,000 (Sprinklr)
Average Stipend	Rs.1,15,000 (as on 16 th August 2022)

Agenda 48.2 : Confirmation of the minutes of 47th meeting of the Board of Management held on 09.03.2022.

It was submitted to the Board of Management that the minutes of the 47th meeting of the Board of Management held on 09.03.2022, were circulated among all the members vide forwarding no. DTU/ORG/BOM/Meeting/09/Vol-XVIII/2679 dated 15.03.2022.

Some comments were received from Deputy Director (SB), Directorate of Training and Technical Education in respect of decision 47.6, 47.7 and 47.8. The same were deliberated again and the issue raised has been taken into account by the University.

Decision : The Board of Management confirmed the minutes of the 47th meeting of the Board of Management.

Agenda 48.3 : Action taken report on the decisions taken in the 47th meeting of the Board of Management held on 09.03.2022.

The Board of Management was informed that 13 agenda items were discussed in 47th meeting held on 09.03.2022. The agenda items, decisions taken thereon and the actions taken by the University for information of the Hon'ble members were given as hereunder:

Item No.	Agenda Item	Decision Taken	Action taken by Council Branch	Action Taken Report
47.1	Opening remarks by the Vice Chancellor.	Noted.	Noted.	Matter of record.
47.2	Confirmation of the minutes of 46 th meeting of the Board of Management held on 15.12.2021.	The Board of Management confirmed the minutes of the 46 th meeting of the Board of Management.	Noted.	Matter of record.
47.3	Action taken report on the decisions taken in the 46 th meeting of the Board of Management held on 15.12.2021.	The Board of Management took the above Action Taken Report on record.	Noted.	Matter of record.
47.4	Approval for Audited Annual Statement of Accounts for the Period 01.04.2020 to 31.03.2021 of the University.	The Board of Management considered and approved the Audited Annual Statement of Accounts for the period 01.04.2020 to 31.03.2021 of the University.	Decision conveyed to the Controller of Finance vide letter no. 2820 dated 28.03.2022.	Action for placing it before Legislative Assembly of GNCTD is being taken by Accounts branch.
47.5	Approval of Annual Report 2020-21 of the University.	The Board of Management considered and approved the Annual Report 2020-21 of the University.	Decision conveyed to Director, IQAC vide letter no. 2821 dated 28.03.2022.	Action for placing it before Legislative Assembly of GNCTD is being taken by IQAC branch.
47.6	Approval for grant for teaching facilities to the faculty members as per new guidelines of AICTE.	The Board of Management considered and approved grant for teaching facilities to the faculty members as per new guidelines of AICTE dated 01.03.2019 para-2.17.	Decision conveyed to the Dy. Registrar (Estt.) vide letter no. 2822 dated 28.03.2022.	Notification No. F.DTU/Estt./P DF/2011/Vol-II/108 dated 20.04.2022 has been issued.

47.7	Approval for Creation of Posts in Engineering Cell, DTU.	The Board of Management considered and approved for creation of additional posts in Engineering Cell, DTU as per Section 7(9) of the DTU Act, 2009 and further recommended to the Government of NCT of Delhi for concurrence of creation of these additional posts.	Decision conveyed to Chief Project Officer vide letter no. 2823 dated 28.03.2022.	
47.8	Approval for Creation of Posts for Hostel Office in DTU.	The Board of Management considered and approved for Creation of Posts for Hostel Office in DTU as per Section 7(9) of the DTU Act, 2009 and further recommended to the Government of NCT of Delhi for concurrence of creation of these additional posts.	Decision conveyed to Chief Warden vide letter no. 2824 dated 28.03.2022.	
47.9	Approval for closing of probation period and confirmation of services of DTU officials.	The Board of Management considered and approved the closing of probation period and confirmation of services in Delhi Technological University of the officials mentioned in the table.	Decision conveyed to the Dy. Registrar (Estt.) vide letter no. 2825 dated 28.03.2022.	Office Order No. F.1/2-708/Estt/2018/DTU/180 dated 25.04.2022 has been issued.
47.10	Matter for Ratification: i. Comments of the University on the Entrustment Audit done by AGCR for the Financial Years 2009-10 to 2018-19. ii. Annual Fee Structure for different programs offered by the University for the students seeking admissions in the Academic Year 2022-23. iii. Extension of Non-teaching staff of the University.	The Board of Management ratified the 3 actions of the University.	Decision 47.10(i) conveyed to Controller of Finance vide letter no. 2826 dated 28.03.2022. Decision 47.10(ii) conveyed to Dean, Academic (UG/PG) vide letter no. 2829 dated 28.03.2022. Decision 47.10(iii) conveyed to Dy. Registrar (Estt.) vide letter no. 2827 dated 28.03.2022.	Matter of record.

47.11	Matter for Information: i. Joining of Teaching/ Non-Teaching staff in the University. ii. Relieving of Teaching/Non-teaching staff from the University. iii. Status of Audit Paras.	The Board of Management noted the given information in respect of item no. 47.11 (iii) the Board of Management perused the status of Audit Para of AGCR and Directorate of Audit, Government of NCT of Delhi. The Board constituted a Standing Committee comprising of following members to look into the paras and also suggest action to be taken by the University for settlement of paras: 1. Registrar, DTU 2. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad 3. Prof. Nirendra Dev, Civil Engineering Department.	Decision conveyed to Controller of Finance & Dy. Registrar (Estt.) vide letters no. 2847 & 2846 dated 29.03.2022 respectively.	Matter of record.
47.12	Any other item with the permission of the Chair.	No any other item.	Matter of record.	Matter of record.
S.A. 47.13	Approval for transfer of teaching and non-teaching staff of Delhi Technological University.	The Board of Management considered and approved for transfer of teaching and non-teaching staff of Delhi Technological University from one Campus to other Campus as per the exigency of work by the Vice Chancellor.	Decision conveyed to Dy. Registrar (Estt.) vide letter no. 2828 dated 28.03.2022.	Implemented.

Decision : The Board of Management took the Taken Report on record.

Agenda 48.4 : Approval of the proposals for starting BBA-IEV program in University School of Management & Entrepreneurship (USME).

It was submitted to the Board of Management that the Government of NCT of Delhi is taking several initiatives to inculcate entrepreneurial mindset among the young children at school level. Entrepreneurship Mindset Curriculum in schools and the Business Blasters (BB) competition are two such initiatives among many others. The BB program is aimed at enhancing the mindset, skills and opportunities for school students in Delhi in the start-up arena.

As part of this program, there has been a directive from DTTE, to State Universities of Delhi to incorporate in their programs (and its admissions process), the provision of sufficient number of seats meant specifically for those participants of the Business Blasters Competition, who may have been members of the teams selected amongst the top teams in the Competition. Arrangements need also be made to ensure that adequate focus on entrepreneurship is provided during the course of undergoing the undergraduate program, including opportunities for undertaking the venture creation and development, by these participants.

A meeting of the Board of Studies, USME was held on 25th April 2022, and with additional discussion held later, in online mode, to discuss the various aspects such as number of seats for such students, eligibility and admission criteria and curriculum structure for suitable undergraduate program i.e. BBA-Innovation, Entrepreneurship and Venture Development.

On the basis of the recommendations, the following proposal was approved by the Academic Council in its 32nd meeting held on 18.05.2022:

1. Keeping in view the requirement to admit suitable candidates who have been successful in the Business Blasters Competition held for students of schools in Delhi as part of the Entrepreneurship Mindset Development Program, in a suitable undergraduate program, the launch of BBA Innovation Entrepreneurship and Venture Development program may be permitted as a new program. The students admitted for the program who successfully complete the credit and other requirements would be awarded the degree of BBA-IEV (basis three-year curriculum design), and BBA-IEV (Honours) basis four years curriculum design.
2. Keeping in mind the novelty and availability of candidates, the program may provision for Thirty (30) seats for BBA-IEV program at this stage.



3. Mode of admission would keep in mind all statutory requirements and the following admission eligibility and admission criterion may be considered for approval:

A. Eligibility

- (i) The candidate must have scored at least 50% marks in 12th board examination from a recognised board. Vocational/Skill-based courses (as specified in the CBSE list) will also be permitted to be included in the final percentage to be used for determining eligibility.
- (ii) Must necessarily be part of a team which has been awarded a position amongst the top ranking teams (acceptable ranking or performance for admission eligibility as specified by DoE/ DTTE), in the Business Blaster's Competition.
- (iii) Those who are appearing in the qualifying Std. XII (Board) examination may also apply, provided that they submit the proof of eligibility by a specific date declared by the University.

B. Admission criteria for BBA-IEV.

The merit list is proposed to be drawn on the basis of the following two components:

- (i) Weightage of fifty percent (50%) in the final merit list calculation, will be given to the component "Indexed Score of the rank achieved in the Business Blasters competition)" wherein the rank obtained by the student in the Business Blaster program for all students will be used to calculate, based on total Ranks in the ranking list of eligible candidates, an index score, which will be used for determining the score for this component out of total of 50 marks.
- (ii) The weightage of 50% (fifty percent) will be assigned to the component of "Personal Interview" based on Venture Ideation and Development, and overall fitness of candidate for the program. A duly constituted panel will conduct interviews of all candidates selected for interviews to the BBA-IEV track by the admission committee.

They will assign marks out of a total of 50 marks based on candidates' suitability.

- (iii) The total score of 100 will be used for determining the merit list of candidates.

(iv) To resolve and determine inter-se merit of candidates having same score out of 100 from above two components, the following will be given preference:

- a. Candidates date of birth will be considered. Elder candidate will be given preference.
- b. Candidate with higher rank in Business Blasters' program will be given preference if the above date of birth criterion also results in a tie.

The matter was also placed before the Academic Council in its 32nd meeting held on 18.05.2022. The considered and approved the proposal for starting BBA-IEV program with intake of 30 seats in University School of Management & Entrepreneurship (USME) for candidates selected through Business Blasters' program.

Decision : The Board of Management considered and approved the proposals for starting BBA-IEV program in University School of Management & Entrepreneurship (USME) with intake of 30 seats as recommended by the Academic Council.

Agenda 48.5: Approval of Guidelines regarding Award of Medals to DTU Students during Convocation of the University.

It was submitted to the Board of Management that the University has framed following guidelines for award of Gold Medals to DTU students during Convocation of the University: -

1. Chancellor's Gold Medals- one each shall be awarded to students who are declared overall toppers among all the UG and PG degree programs respectively.
2. Vice Chancellor's Gold Medals shall be awarded to students who are declared toppers among all the students passed in each UG and PG degree program.
3. Students of degree programs only shall be considered for award of Certificate of Merit & Gold Medals, subject to following conditions:
 - a. The student has passed all courses of the program within minimum time stipulated in scheme of study applicable to the program.
 - b. The student has passed each course of the program when it is offered first time during regular examination of the batch in which student was admitted. For M.Tech. Programs, the thesis of the Major Project must be submitted by the date as notified by the University.
 - c. The students who are admitted/migrated in second or subsequent years of the program shall not be considered for Certificate of Merit & Gold Medal.
4. Certificate of Merit and Gold Medal shall be awarded for only such programs of study in which minimum ten (10) students of the batch fulfill the conditions specified at clause (3) above.
5. For the dual degree program, the Certificate of Merit and Gold Medal shall be awarded for the second degree only.
6. CGPA /CPI shall be counted upto third decimal place for the purpose of award of Certificate of Merit & Gold Medal.
7. In accordance with aforesaid clauses, Certificate of Merit and Gold Medal will be awarded for each program to the topper to be decided as follows:

- a. Student obtaining highest Cumulative Grade Point Average (CGPA) for credit based programs under grading system.
 - b. Student obtaining highest Cumulative Performance Index (CPI) for credit based programs under CPI system.
8. In case of tie between two or more students of any program of study, following procedure shall be followed to break tie and decide topper of program for award of the Certificate of Merit and Gold Medal:
 - a. The student with highest CGPA after excluding the courses which do not have any Lecture component in the scheme of teaching will be the topper.
 - b. In case tie is not resolved by (a), then the student with highest CGPA after excluding the elective courses will be the topper.
 - c. In case tie is not resolved by (a) and (b) above, all such students shall be awarded Certificate of Merit and Gold Medal.
9. Gold Medals & Scholarships funded by various Individuals or Trusts etc. through creation of Endowment Fund shall be awarded as per criteria decided by the donor. In the absence of criteria by the donor, the competent authority shall decide the criteria for award of such Gold Medals & Scholarships.
10. The list of all UG & PG students to be awarded Certificate of Merit and Gold Medal shall be provided by the Controller of Examination to the Academic UG & Academic PG sections respectively for the approval of the Vice Chancellor.
11. Certificate of Merit & Gold Medals shall be awarded in the Convocation or any other function to be held after the completion of requirement for the award of the degree. If an awardee does not collect the Gold Medal within a period of one year from the convocation in which it is awarded, the same shall be deemed to have not been collected and may be reused by the University in subsequent years.
12. Notwithstanding anything stated in this guideline, for any unforeseen issues arising, and not covered by this guideline, or in the event of differences of interpretation, the Vice Chancellor may take a decision. The decision of the Vice Chancellor shall be final.
13. These guidelines shall come into the force with immediate effect.

The matter was placed before the Academic Council in its 32nd meeting held on 18.05.2022. The Academic Council considered and approved the Guidelines regarding Award of Medals to DTU Students with following observations:

1. The proposed changes may be implemented w.e.f. 2023-24 onwards.
2. No medals will be given to the B.Tech (Continuing Education), M.Tech (Continuing Education) and MBA (Executive) students..

Decision : The Board of Management considered and approved the Guidelines regarding Award of Medals to DTU Students recommended by the Academic Council w.e.f academic year 2023-24 onwards.

Agenda 48.6 : Approval for revision in M. Tech. Admission procedure Academic Year 2022-23.

The Board of Management was apprised that a standing committee was constituted to resolve the issues related to the upcoming M. Tech. Admission 2022-23.

The committee recommended the following :-

1. If admissions made in any M. Tech program are less than $\frac{1}{3}$ of the total seats as approved by AICTE in the respective branch, then the branch will remain suspended for the respective Academic year.
2. In such a case i.e. where admissions made are less than $\frac{1}{3}$, the students have the provision to transfer their admission subject to their eligibility and availability of seats in the respective M. Tech. branch.
3. In case, the vacant seats are not available in the desired M. Tech. program, 100% of the fee shall be refunded.
4. In order to calculate $\frac{1}{3}$ of the seats, the value would be rounded down i.e. if the approved seats as per AICTE is 25, then the $\frac{1}{3}$ value would be calculated as 8.33 which will be treated as 8.

The matter was placed before the Academic Council in its 32nd meeting held on 18.05.2022. The Academic Council considered and approved the recommendations of the Committee for revision of M. Tech. Admission procedure 2022-23

Decision : The Board of Management considered and approved the recommendations of the Committee for above revisions in M. Tech. Admission Procedure for academic year 2022-23 recommended by the Academic Council. Further, it was suggested by the Board that while discontinuing any existing program of the University, the students admissions for last 03 years should be assessed and students admitted in the program being closed are adjusted in other programs offered by the Department/University.

Agenda 48.7 : Approval for introduction of additional clause for continuation of DTU Ph.D. fellowship beyond 3 years.

It was submitted to the Board of Management that at present DTU awards fellowship to the Ph.D. scholars admitted in various departments against sanctioned seats at the rate of Rs.32500/- per month. In addition, contingency grant at the rate of Rs. 17500/- per annum is also paid to every candidate. The fellowship is enhanced to Rs.36000/- in case the candidate is able to publish 01 SCI/SCIE/SSCI index journal paper in category A/B or 1 SCI/SCIE paper in category C. Further, the Ph.D fellowship is enhanced to Rs.40000/- per month if additional paper is published in category A/B and fellowship generally continues for 4 years. It has been observed that many candidates are not working seriously during initial period i.e. in the first and second year of admission because they are assured of continuation of their fellowship up to 4 years. They do not devote their full time and energy for the research work. This issue was discussed in the meeting of HODs/Deans. It was felt that if the continuation of the Ph.D fellowship in 4th year was made conditional on acceptance/publication of one paper in SCI/SCIE/SSCI indexed journal, then students will become serious from the very beginning.

It was therefore, proposed to add an additional clause in the Ph.D fellowship rules that continuation of the Ph.D fellowship beyond 03 years and up to 04 years be made conditional subject to acceptance/publication of one paper in SCI/SCIE/SSCI indexed journal without any Article processing charges with immediate effect.

The matter was placed before the Academic Council in its 32nd meeting held on 18.05.2022. The Academic Council considered and approved the introduction of additional clause for continuation of DTU Ph.D. fellowship beyond 3 years.

Decision : The Board of Management considered and approved the introduction of additional clause in the Ph.D. fellowship rules/guidelines for continuation of the Ph.D. fellowship beyond 03 years and upto 04 years, subject to acceptance/publication of one paper in SCI/SCIE/SSCI indexed journal. These rules/guidelines shall be applicable to students admitted w.e.f. academic year 2022-23.

Agenda 48.8 : Approval for enhancement of intake in M.Tech (Computer Science and Engineering) .

It was submitted to the Board of Management that the Department of Computer Science and Engineering is currently running M.Tech.(CSE) Full-Time Program with an intake of Non-sponsored 25 (Twenty-Five) students. As the program is highly in demand, the Department is able to fill all the seats in every academic year. It was proposed that the intake of the M.Tech (CSE) Full-Time Program may be increased to 30 (Thirty) students.

The matter was placed before the Academic Council in its 32nd meeting held on 18.05.2022. The Academic Council considered and approved for enhancement of intake in M.Tech (Computer Science and Engineering) to 30 students. Approval of AICTE should be obtained for implementing it from the Current Academic Year.

Decision : The Board of Management considered and approved for enhancement of intake in M.Tech (Computer Science and Engineering) to 30 students duly recommended by the Academic Council w.e.f. academic year 2022-2023.

Agenda 48.9 : Approval for revision of financial powers of Vice Chancellor, Registrar, Controller of Finance and other officers.

It was submitted to the Board of Management that Delhi Technological University Act, 2009 vide section 23 confers various powers to the Board of Management. This was done by the legislature so that University is autonomous and it does not have to go to the various Departments of the Government of NCT of Delhi for its day-to-day requirement. Section 23 (2) (iii) of Delhi Technological University Act, 2009 empowers BoM as under:-

“Section 23(2)(iii):- To manage and regulate the finances, accounts, investments, properties, business and all other administrative affairs of the University and for that purpose, constitute committees and delegate the powers to such committees or such officers of the University as it may deem fit.”

The delegation of financial powers to Hon'ble V.C., Registrar & other officers of DTU had been approved in the 2nd meeting of Board of Management held on 21.11.2009 and further some minor revisions were made upto 2018 with the approval of Financial Committee and Board of Management. A need was felt to revise these powers with the approval of FC and BOM as in many cases the delegation of powers made in 2009 and in subsequent years have become unrealistic in the present context

The matter was also placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered and approved the proposal of delegation of financial powers to various officers of the University, as per the **Annexure placed at page 01 to 15** and recommended for its submission to the Board of Management for its approval.

Decision : The Board of Management considered and approved the proposal of delegation of financial powers to various officers of the University as recommended by the Finance Committee.



Agenda 48.10 : Approval for delegation of financial powers to Director, East Delhi Campus.

It was submitted to the Board of Management that East campus of DTU is operational since 2017. As on date approximately 1500 students and 83 faculty members are there in the campus. The University School of Management and Entrepreneurship Department in the East Delhi Campus of Delhi Technological University is actively engaged with UG, PG and Ph.D. programme in the Management, Economics and MBA (Innovation, Entrepreneurship and Venture Development) areas. For smooth functioning of the day to day activities of East Delhi Campus, it was proposed to delegate necessary Financial Powers to Director, East Delhi Campus as detailed below:

S. No.	Nature of A/A and E/S powers	Director East Delhi	Condition, if any
1	Telephone charges for office telephones	Up to Rs. 2 Lac on each occasion	Subject to availability of Funds
2	Electricity and Water charges	Full Powers	Subject to availability of Funds
3	Contingent Expenditure (i) Unspecified Items(Recurring)	Up to Rs. 2,50,000/- on each occasion	Subject to maximum Rs. 25 Lac per annum
	(ii) Unspecified Items(Non-Recurring)	Up to Rs. 2,50,000/- on each occasion	
4	Repair of Furniture	Rs 25,000/- on each occasion	Subject to maximum Rs. 2 Lac per annum
5	Postage Charges	Full Power	
6	Bank Charges	Full Power	
7	a) Purchase of stationery stores b) Purchase of rubber stamps and official seals	a) Rs. 50,000/- at a time b) Rs.5,000/- on each occasion	a) Subject to maximum Rs. 5 Lac per annum b) Subject to max Rs. 50,000/- per annum
8	Purchase of official Publications	Rs. 50,000/- on each occasion	Subject to maximum Rs. 5 Lac per annum
9	Expenditure sanction for Expenses Related to SRCs/DRCs/BOS, payment of guest lectures, organization of seminars	Rs. 50,000/- on each occasion	
10	Local Conveyance	Upto Rs. 500/- per month to each person in their respective Deptt.	Subject to availability of funds and as per other laid down guidelines in GFR and TA rules

The matter was placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered and approved the proposal of delegation of financial powers to Director East Delhi Campus and recommended for its submission to the Board of Management for its approval

Decision : The Board of Management considered and approved the proposal of delegation of financial powers to Director East Delhi Campus as recommended by the Finance Committee.

Agenda 48.11 : Approval for enhancement in the honorarium and TA/Conveyance charges being paid to the Honorary/Guest/Visiting faculty.

It was submitted to the Board of Management that at present DTU has several Honorary faculty and Visiting faculty who are involved in carrying out research supervision and engaging PG/UG courses in different Departments of the University. The honorarium and TA/Conveyance charges being paid to these Honorary/Guest/Visiting faculty members was last revised in the year 2016. The honorarium and conveyance charges being paid to honorary faculty/guest faculty are as per the details given below:

S. No.	Designation	Approved Rates Per/hr		Max. ceiling per month in Rupee
		Theory	Lab	
1.	Professor	2000/-	1000/-	46,550/-
2.	Associate Professor & Assistant Professor who has completed 3 years' service in the AGP 8000	2000/-	1000/-	46,550/-
3.	Assistant Professors (not covered above)	1500/-	750/-	33,250/-

It was noted that in NSUT, the honorarium being paid to different faculty members, for the last three years was as per the following details:

S. No.	Nomenclature	Essential qualifications and experience	Rate/Hour
1.	A	Professors/Retired Professors of IIT/NIT/other reputed educational institutes	Rs. 2750/- per hour + Rs. 800/- (as TA)
2.	B	As per recruitment rules of DTU/AICTE for Professor/Associate Professor	Rs. 2250/- per hour + Rs. 800/- (as TA)
3.	C	As per recruitment rules of DTU/AICTE for Assistant Professors	Rs. 1750/- per hour + Rs. 500/- (as TA)

It was therefore, proposed to enhance the corresponding rates for DTU also as per the existing nomenclature as given below:

S. No.	Designation	Proposed Rates Per/hr		Max. ceiling per month in Rupee
		Theory	Lab	
1.	Professor	Rs. 2750/- per hour	1375/-	70000/-
2.	Associate Professor & Assistant Professor who has completed 3 years service in the AGP 8000	Rs. 2250/- per hour	1125/-	70000/-
3.	Assistant Professors (not covered above)	Rs. 1750/- per hour	875/-	52000/-

Note: TA will be paid separately @ Rs. 800/- & Rs. 500/- for Professor/Associate Professor & Assistant professor respectively.

The matter was placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered, approved and recommended the agenda for its submission to the Board of Management for its approval.

Decision : The Board of Management considered and approved for enhancement in the honorarium and TA/Conveyance charges being paid to the Honorary/Guest/Visiting faculty as recommended by the Finance Committee w.e.f. academic year 2022-23.



Agenda 48.12 : Approval for opening of new Bank A/c in SBI, Delhi Branch for acceptance of donations from the Foreign Donors.

It was submitted to the Board of Management that there are various donations which are received from the foreign donors and are currently received in the Savings account of DTU. Further to realize such donations each time various documents (Tax certificate, of donor /donation accepting authority etc) has to be submitted in the bank for verifying the claim. Therefore, it was requested to open a Savings Bank A/c under FCRA Act for receiving all such donations in foreign currencies which will reduce all the hassle and paper work required to be submitted by the donor/donation accepting authority. Hence this A/c will not require DTU to furnish these details time and again.

The matter was also discussed with SBI, DCE branch, and they have agreed to open a Savings Bank A/c under FCRA Act for DTU enabling it to receive all such donations from the foreign Donor in this said account.

In view of the above, the University was required to open a Savings Bank A/c under FCRA Act with SBI, New Delhi branch for receiving donations from foreign donors as discussed with SBI.

The matter was placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered, approved and recommended the agenda for its submission to the Board of Management for its approval.

Decision : The Board of Management considered and approved for opening of new Savings Bank A/c in SBI, Delhi Branch for acceptance of donations from the Foreign Donors, as recommended by the Finance Committee.

Agenda 48.13 : Approval for Honorarium/Sitting Fee/Fee to Members of various Statutory Committees.

It was submitted to the Board of Management that Government of NCT of Delhi constituted a committee to study rates of honorarium/sitting fee/fee being paid to the Members of various Committees in different state universities in order to standardized these rates. The committee was chaired by Secretary, Department of Training and Technical Education/Higher Education with Registrars of DTU, DSU and DPSRU as members. The Committee submitted its report which was accepted by the Government.

In this background, it was proposed to implement the report of the committee duly accepted by the Government in Delhi Technological University for payment of honorarium to the members of the Statutory Committees like Court meeting, Board of Management, Academic Council, Finance Committee, Planning Board, Works and Building Committees of Rs. 7,500/- per meeting. Similarly, it was proposed to fix the rates for outside experts attending the meetings of selection committees/CAS/DPCs upto Group A post to Rs. 7,500/- plus actual conveyance charges. Honorarium for outside experts for attending the interviews of M.Tech and Ph.D admissions and for persons in the rank of Professor and above invited for special lectures is proposed to be fixed at Rs. 5,000/- per meeting plus actual conveyance charges. The honorarium for person invited for special lectures, for consultations on specialized matters and outside Experts/Nominees of other Departments and for such other meetings not covered above may be fixed at Rs. 3,000/- per meeting plus actual conveyance charges. The above are tabulated as :

S.No.	Type of Meeting	Honorarium/Setting Fee/Fee
1.	Statutory Committee Meeting such as Court / Board of Management / Finance Committee/ Planning Board/ Academic Council/Work and Building Advisory Committee	Rs. 7,500/- per meeting plus actual Travelling Allowance as per entitlement subject to honorarium of maximum Rs 15,000/- per day.
2.	For External Experts attending the meetings of Selection Committees/CAS/DPCs for Group 'A' posts.	Rs. 7,500/- per meeting plus actual Travelling Allowance as per entitlement subject to

		honorarium of maximum Rs 15,000/- per day.
3.	For External Experts attending the meeting/viva/interviews such as Ph.D/DRC and persons at the rank of Professor or equivalent invited for Special Lectures.	Rs. 5,000/- per meeting plus actual Travelling Allowance as per entitlement subject to honorarium of maximum Rs 10,000/- per day.
4.	Persons invited for Special Lectures (not covered under category '3' above), Consultation on specialized matters, outside Experts/Nominees of other Departments and for such other meetings not covered in Category 2 & 3 above.	Rs. 3,000/- per meeting plus actual Travelling Allowance as per entitlement subject to honorarium of maximum Rs 6,000/- per day.

The matter was placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered, approved and recommended the agenda for its submission to the Board of Management for its approval.

Decision : The Board of Management considered and approved the Honorarium/Sitting Fee/Fee to members of various Statutory Committees as recommended by the Finance Committee.

Agenda 48.14 : Approval for sanction of Municipal Corporation Tax.

It was submitted to the Board of Management that the Delhi Technological University is liable to deposit Property Tax in the tune of Rs 84,15,925 annually and depositing Rs 71,53,536 (after availing 15% rebate) as Property Tax for its property at DTU Main Campus. The property constructed during Phase-II is also likely to be taken over in near future. Hence, the property tax will increase after taking over of Phase-II construction. The powers delegated to the Hon'ble Vice Chancellor was only upto Rs 50 lakh for payment of Municipal Taxes. In order to avoid any penalty, the payment of the applicable taxes had already been made for the current financial year by availing the facility of rebate amounting Rs. 12,62,389/- after obtaining approval of the Chairman, Finance Committee

The matter was placed before the Finance Committee in its 27th meeting held on 19.07.2022. The Finance Committee considered, ratified and recommended the agenda for its submission to the Board of Management for its approval.

Decision : The Board of Management considered and accorded ex-post-facto sanction of Municipal Corporation Tax as recommended by the Finance Committee.

Agenda 48.15 : Approval for minor changes in the Recruitment Rules for the post of Executive Engineer (Civil).

It was submitted to the Board of Management that Recruitment Rules for the post of Executive Engineer (Civil) were approved by the Board of Management in its 46th meeting held on 15.12.2022. It was proposed to revise these Recruitment Rules in accordance with the recruitment rules of the Delhi Skill and Entrepreneurship University/CPWD as under:

		Existing Recruitment Regulations for the post of Executive Engineer (Civil) approved by the Board of Management, DTU in its 46 th meeting held on 15.12.2021 vide agenda item no. 46.7	Revised Recruitment Regulations for Direct/Deputation Recruitment for the post of Executive Engineer (Civil).
1.	Name of the post	Executive Engineer (Civil)	Executive Engineer (Civil)
2.	No. of Post	01	01
3.	Classification	Group A Technical	DTU Group 'A' (Engineering)
4.	Scale of pay	Level 11, Entry Pay of Rs.67,700/- as per 7 th CPC.	Level-11, Entry Pay of Rs. 67700-208700 as per 7 th CPC
5.	Whether Selection post or non selection post	Selection	Selection
6.	Age limit for Direct Recruitment	45 years (Relexable for Govt. servants, internal candidates and SC/ST candidates)	45
	Age limit for deputation	Not exceeding 56 years	Not exceeding 56 years
7.	Education and other qualification required for direct recruitment	<u>Essential Qualification</u> Educational/Professional Qualification: Minimum 55% marks in Bachelor's Degree in appropriate Branch of Engineering/Technology or equivalent from a recognized University/Institute. Experience: Eight years of professional experience in Supervisory capacity for execution of projects in the appropriate Branch out of which at least six years must be as Assistant Engineer. OR Second Class Master's Degree in	1. Assistant Engineer (Civil) with 5 years regular service in the Level 10 as per 7th CPC OR Assistant Engineer (Civil) with 7 years regular service in the Level 8/9 as per 7th CPC 2. Possessing Degree in Engineering (Civil) 3. Have successfully completed two weeks course on contract law, e-governance, building bye-laws and building services

		<p>appropriate Branch of Engineering / Technology or equivalent from a recognized University/ Institute</p> <p>Experience: Seven years experience in design and execution of construction projects out of which at least four years must be as Assistant Engineer</p> <p>Desirable: 1.Familiarity with CPWD/PWD norms / Electricity Board/ Procedures and Preparation/scrutiny of estimates/tenders. 2.Experience of designing with computers.</p>	
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of Promotes	--	Not Applicable
9.	Period of probation (if any)	One year	2 Years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation and percentage of the posts to be filled by various methods	By Deputation	Direct failing which by Deputation.
11.	In case of recruitment by promotion/deputation, grade from which promotion/deputation to be made	<p>Deputation Officers under the Central Govt./State Govt./ Semi Govt./ U.T. administration Universities/ Public Sector Undertakings/ Statutory or Autonomous organization/ Recognized Research Institute etc. holding analogous posts on regular basis.</p> <p>OR</p> <p>Assistant Engineer, Officers of equivalent rank in the pay scale of Rs.15600-39100, Grade Pay Rs.5400/- (i.e. Level 10 as per 7th CPC) possessing the educational qualification and experience mentioned in col No.7</p>	<p>Deputation Officers under the Central Govt./State Govt./ Semi Govt./ U.T. administration Universities/ Public Sector Undertakings/ Statutory or Autonomous organization/ Recognized Research Institute etc:</p> <p>(i) Holding analogous posts on regular basis.</p> <p>OR</p> <p>(ii) Assistant Engineer (Civil) with 5 years regular service in the Level 10 as per 7th CPC and possessing the educational qualification & experience mentioned in col No. 7</p> <p>OR</p> <p>(iii) Assistant Engineer (Civil) with 7 years regular service</p>

			in the Level 8/9 as per 7 th CPC and possessing the educational qualification & experience mentioned in col No. 7
12.	If a DPC exist what is its composition	Selection Committee as given in 1 st statute of the University.	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	--	Not Applicable

Decision : The Board of Management considered and approved for minor changes in the Recruitment Rules for the post of Executive Engineer (Civil).

Agenda 48.16 : Submission of Report in respect of 9th Convocation of the University.

It was submitted to the Board of Management that 9th Convocation of the University is to be held on 25.08.2022. The Hon'ble Chancellor of the University will award degrees and medals to the students who have successfully completed requirements prescribed under the ordinances of the University. Prof. Sanjay Dhande shall be the Chief Guest on the occasion.

Programme-wise details of students who were awarded the degrees in 2022 is as follows :

S.no	Program	Total Degrees
1.	Bachelor of Technology	1935
2.	Bachelor of Technology (Evening)	184
3.	Bachelor of Arts (Hons.) Economics	110
4.	Bachelor of Business Administration	118
5.	Bachelor of Design	51
6.	Master of Technology	295
7.	Master of Technology (Part Time)	04
8.	Master of Business Administration (DSM)	144
9.	Master of Business Administration (Executive)	34
10.	Master of Business Administration (USME)	92
11.	Master of Business Administration (Business Analytics)	28
12.	Master of Business Administration (Family Business & Entrepreneurship)	08
13.	Master of Science	102
14.	Doctor of Philosophy	45
	Total	3150

Decision : The Board of Management considered and approved the list of candidates to whom the degree is to be awarded during the 9th convocation of the University. The Board also authorized the Vice Chancellor to accept the cases of additional candidates for conferment of degrees who will become eligible for award of degrees before the Convocation.

Agenda 48.17 : Implementation of Scheme/Guidelines for Appointment on Compassionate Ground in DTU.

It was submitted to the Board of Management that the master circular on scheme of Compassionate Appointment has been issued by the Department of Personnel & Training (DoPT), Government of India on 02.08.2022. Contents of all earlier circulars have been incorporated in it.

Delhi Technological University was not having any policy or instructions of the Government for implementation of the circular on scheme of Compassionate Appointment as applicable in Government of India dated 02.08.2022 as well as Government of NCT of Delhi vide Circular No. F.16/(60)/2001/S-II/Vol.III/659-670 dated 23.02.2017 and Circular No. F.16(60)/2001/S-II/Vol.III/1576-1679 dated 11.06.2019. It was therefore, felt appropriate to place this matter before the Board of Management for appropriate decision. A draft Scheme for Compassionate Appointment in Delhi Technological University is placed in **Annexure Page- 16 to 26**.

The Board of Management was requested to consider the matter and recommend to the Services Department, Government of NCT of Delhi the procedure, Policy and Criterion for appointment on Compassionate Ground in DTU. This Scheme had been prepared as per the above O.M issued by DoPT, Government of India and further circular/O.M issued by Government of NCT of Delhi from time to time.

Decision : The Board of Management considered and recommended the Scheme/Guidelines for Appointment on Compassionate Ground in DTU to the Services Department, Government of NCT of Delhi through DTTE for its approval.



Agenda 48.18 : Implementation of CCS (Implementation of National Pension System), Rules-2021 in Delhi Technological University.

It was submitted that the Board of Management of Delhi Technological University (DTU) in its meeting held on 04.03.2016, approved implementation of National Pension Scheme (NPS) in Delhi Technological University vide *Agenda item 18.11 "Contribution for proposed National Pension Scheme for DTU employees"*. Accordingly, DTU implemented NPS for its employees as per following instructions/guidelines :-

- a) To subscribe their share of 10% of Basic + Grade Pay + D.A. w.e.f. 1st April, 2016.
- b) The earlier contributions towards CPF may be merged towards the corpus for their NPS.
- c) At the time of implementation of NPS, balance due amount may be recovered from the DTU employees.
- d) DTU will subscribe the employer share of the NPS as and when it has been approved by the Government of NCT of Delhi.
- e) The CPF proposal approved vide agenda 11.9 of 11th BoM is overruled in favour of introduction of NPS.

Department of Pension & Pensioners' Welfare, Ministry of Pension & Pensioners' Welfare, Government of India vide Notification GSR 227(E) dated 30th March, 2021, notified Implementation of CCS (Implementation of National Pension System), Rules, 2021 applicable to Government servants appointed to Civil Services and posts in connection with the affairs of the Union. These new CCS (Implementation of NPS Rules, 2021) has also been endorsed by the Finance (Administration Division) Department, Govt. of NCT of Delhi vide F. No. 31/Fin./ Estb-III/2017/DS-IV/532 dated 07.07.2021 for its implementation in the all departments of Government of NCT of Delhi (**Annexure pages 27 to 77**). Further the endorsement of National Pension System Rules, 2021 has not been made applicable for the Autonomous Bodies/Grant-in-Aid Institutions of Government of NCT of Delhi/University.

One of the provision of National Pension System Rules, 2021 vide Sub Rule-6 (1) of Rule-10 the CCS (Implementation of NPS), Rules, 2021, provides - *"Where a Subscriber who did not exercise an option under Sub-Rule (1) and dies before completion of service of 15 (fifteen) years or within three years of the notification of these rules, his family will be granted family pension in accordance with the provisions of the CCS (Pension), Rules, 1972 or the CCS (Extraordinary Pension), rules, 1939 as the case may be, as a default option."*

It was proposed to the Board of Management (BOM) to consider CCS (Implementation of NPS), Rules, 2021 and recommend to send the proposal to Finance Department, Government of NCT of Delhi through Department of Training & Technical Education for endorsement and approval to implement the notification of Finance (Administration Division) Department, Government of NCT of Delhi number F. No. 31/Fin./ Estt-III/2017/DS-IV/532 dated 07.07.2021 for Autonomous Bodies/Grant-in-Aid Institutions of Government of NCT of Delhi/University. Board was also apprised that on the same lines Government of India has notified CCS (Payment of gratuity under National Pension System), Rules, 2021 (**Annexure P 78 to 118**) and it should also be sent to Finance Department, Government of NCT of Delhi through Department of Training & Technical Education.

Decision : The Board of Management considered and recommended to send the both rules i.e. CCS (Implementation of NPS), Rules, 2021 and CCS (Payment of gratuity under National Pension System), Rules, 2021, endorsement proposals to Finance Department, Government of NCT of Delhi through Department of Training & Technical Education for necessary approval to implement these notifications for the employees of DTU.

Agenda 48.19 : Approval for Establishment of Medical Institute Under DTU.

It was submitted to the Board of Management that a proposal was submitted to Department Training and Technical Education (DTTE) Govt. of NCT of Delhi to start Medical Institutes in DTU and NSUT. The concept of Medical Institute was proposed in the light of New Education Policy 2020 which encouraged Universities to offer Multi-Disciplinary programs. It was proposed to start MBBS, Dental, Nursing and other related programs at DTU in collaboration with nearby hospitals of Government of NCT of Delhi. For this purpose, Bhagwan Mahavir Hospital, Guru Harikishan Marg Pitampura Delhi was identified as the associated hospital for the proposed Medical Institute. The idea was to create a new curriculum in which MBBS, Dental and Nursing students are taught Medical Sciences along with allied subjects in the Engineering field and promote inter disciplinary research. IIT, Kharagpur has also launched a Medical Institute on the same lines.

The draft proposal was jointly submitted to DTTE for obtaining approval in principle of the Government of Delhi to start Medical Institutes in DTU and NSUT. The proposal was received back with following observations:

- (i) A Committee to be constituted with inclusion of expert of Medical Sciences/MCI/DCI.
- (ii) The Report of the committee may be placed Before the Board of University.

The matter was also placed before the Academic Council as a Supplementary Agenda for its approval in principle in its 33rd meeting held on 16.08.2022. The Academic Considered and approved the agenda in principle and recommend the matter to the Board of Management for its approval and further submission to the Government of NCT of Delhi.

Decision : The Board of Management considered the matter for Establishment of Medical Institute under Delhi Technological University and suggested the Vice Chancellor to constitute a committee of external expert members from reputed Medical Institutions to examine the proposal in view of feasibility and arrangement of infrastructure for establishment of Medical Institute in DTU and submit a consolidated holistic proposal to the Board of Management.

Agenda 48.20 : Approval of Resignation in respect of Ms. Navriti Gupta, Assistant Professor, Department of Mechanical Engineering.

The Board of Management of DTU was apprised that Ms. Navriti Gupta, Assistant Professor, Department of Mechanical Engineering, DTU has submitted her resignation w.e.f. 14.06.2022 (A/N) from the post of Assistant Professor, Discipline of Automobile Engineering, DTU. After approval of the Competent Authority i.e. Hon'ble Vice Chancellor, DTU, she was relieved from the post of Assistant Professor, Department of Mechanical Engineering vide Office Order No. F.1/2-358/Estt./2022/Part file- 2/633 dated 14.06.2022.

Copy of the Office Order is placed in ***Annexure page 119.***

Decision : The Board of Management considered and approved the resignation of Ms. Navriti Gupta, Assistant Professor, Department of Mechanical Engineering in DTU w.e.f. 14.06.2022 (A/N).

Agenda 48.21 : Change of nomenclature of B.Tech. (Computer Engineering) to B.Tech. (Computer Science and Engineering).

The Board of Management of DTU was apprised that the change in the name of B.Tech. (Computer Engineering) to B.Tech. (Computer Science and Engineering) was approved in 32nd AC meeting held on 18.05.2022. However, the academic year from which it will be effective was not mentioned. Dean Academic (UG) has proposed to make it effective from 2021 batch of B.Tech (Computer Science and Engineering).

Decision : The Board of Management considered and approved for implementation of change of nomenclature of B.Tech. (Computer Engineering) to B.Tech. (Computer Science and Engineering) w.e.f. 2021 batch.

Agenda 48.22 : Matter for Ratification:

- i. **Recruitment of retired Government Servants as Consultants against the vacant post of Assistant Registrar, Section Officer, Senior Office Assistant, Executive Engineer (Civil), Assistant Engineer (Civil) and Assistant Engineer (Electrical) on Contract Basis.**

It was submitted that vide Advertisement No. F.DTU/ Rectt./ Consultants/01-2022/F-919/2160 dated: 21.02.2022 (Advt. No.01-2022) applications for recruitment of Retired Government Servants as Consultants against the vacant post of Assistant Registrar, Section Officer, Senior Office Assistant, Executive Engineer (Civil), Assistant Engineer (Civil) and Assistant Engineer (Electrical) on Contract Basis were invited.

The Interview/Interaction for the post of above Consultants were conducted on 09th & 10th May 2022.

The following candidates were recommended for engagement in the University -

For Non-Technical Posts

S. No.	Name of Candidate	DOB	Selected against the post of
1.	Sh. Anil Kumar	01.01.1968	Assistant Registrar
2.	Sh. Subhash Chandra	15.01.1959	Section Officer
3.	Sh. Yogendra Kumar Walia	24.09.1958	Section Officer
4.	Sh. Naresh Kumar	25.05.1960	Senior Office Assistant
5.	Sh. Shri Krishan	01.01.1962	Senior Office Assistant
6.	Sh. Rajinder Singh	16.12.1958	Senior Office Assistant

For Technical Posts

S. No.	Name of Candidate	DOB	Selected against the post of
1.	Sh. Jitendra Kumar Mishra	30.01.1962	Executive Engineer (Civil)
2.	Sh. Satish Kumar	07.04.1961	Assistant Engineer (Civil)
3.	Sh. Lakh Ram Panchal	01.05.1961	Assistant Engineer (Electrical)

Copy of the minutes of Selection Committee for the post of above Consultants was placed in agenda.

ii. Extension of Teaching/Non-teaching staff of the University.

It was submitted to the Board of Management that the Competent Authority has extended the period of deputation/contract of appointment of the following teaching/non-teaching staff of the University on the same terms and conditions:

Non-Teaching Staff:

S.No.	Name & Designation	Remarks	Period of Extension
1.	Dr. Pushpendra Singh (Visiting Consultant)	Deployed in East Delhi Campus	13.04.2022 to 12.10.2022
2.	Sh. Devi Prasad Dwivedi (Consultant- F&P)	On contractual basis	01.05.2022 to 31.10.2022
3.	Sh. Vijay Kumar Yadav (Section Officer)	On deputation in East Delhi Campus	01.04.2022 to 31.03.2024
4.	Sh. Ishan Bhardwaj (Section Officer)	On deputation	29.04.2022 to 28.04.2023
5.	Sh. Praveev Kumar Babloo (Section Officer)	On deputation	25.03.2022 to 24.03.2023
6.	Ms. Preeti (Sr. Office Assistant)	On deputation	19.03.2022 to 18.03.2023
7.	Sh. Mohit Tyagi (Assistant Engineer)	On deputation	Up to 07.03.2023
8.	Sh. Vikram Bhat (Consultant)	On contractual basis	01.07.2022 to 31.12.2022
9.	Sh. Arunotpal Thakur (Visiting Faculty)	Deptt. of Design	07.06.2022 to 06.06.2023
10.	Sh. Budha Singh (Jr. Mechanic)		01.06.2022 to 30.11.2022

Copy of the Office Orders were placed in agenda.

iii. Promotion of teaching staff of the University.

It was submitted to the Board of Management that the following faculty members have been promoted as mentioned against their names:

S.No.	Name & Department	Promotion from	to
1.	Prof. Priyanka Jain E & C Engineering	Associate Professor Stage 4 Level 13A Under CAS	Professor Stage 5 Level 14
2.	Dr. Ram Bhagat (Prof.) Electrical Engineering	Stage 4 Level 13A Under CAS	Stage 5 Level 14
3.	Dr. Sanjay Kumar Mechanical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
4.	Dr. Bhavnesh Jaint Electrical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
5.	Sh. Ajai Kumar Gautam E & C Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
6.	Dr. Naushad Ahmed Ansari Mechanical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
7.	Dr. Manjunath K. Mechanical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
8.	Dr. Mohd. Zunaid Mechanical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12
9.	Ms. Garima Electrical Engineering	Assistant Professor Stage 2 Level 11 Under CAS	Assistant Professor Stage 3 Level 12

Copy of the Office Orders were placed in agenda.

The Board of Management ratified the above actions taken by the University.

Agenda 48.23 : Matter for Information:

i. Joining of Teaching/ Non-Teaching staff in the University.

It was submitted to the Board that the following teaching/non-teaching staff have joined the University in the various capacities as per details given below:

Teaching Staff :

S.No.	Name & Designation	Remarks	Date of Joining
	Prof. Sagar Maji Mechanical Engg. Deptt.	Re-joining	01.04.2022
	Prof. Khan Masood Ahmad USME	Professor Emeritus	01.07.2022
	Dr. Shikha N. Khera Assistant Professor, DSM	Repatriated in DTU	04.07.2022
	Dr. Vikas Kumar Gupta Assistant Professor, DSM	Repatriated in DTU	05.01.2022
	Sh. Sunil Chhikara Section Officer	Repatriated in DTU	25.07.2022
	Sh. Dharam Das Verma Controller of Finance	On deputation	08.12.2021
	Sh. Shri Krishan Consultant	On contractual basis for 1 year	03.06.2022
	Sh. Anil Kumar Consultant	On contractual basis for 1 year	13.06.2022
	Sh. Naresh Kumar Consultant	On contractual basis for 1 year	17.06.2022
	Sh. Satish Kumar Consultant	On contractual basis for 1 year	01.06.2022
	Sh. Subhash Chandra Consultant	On contractual basis for 1 year	31.05.2022
	Sh. Lakh Ram Panchal Consultant	On contractual basis for 1 year	06.06.2022
	Sh. Jitendra Kumar Mishra Consultant	On contractual basis for 1 year	06.06.2022

Copy of the Office Orders were placed in agenda.

ii. Relieving of Teaching/Non-teaching staff from the University.

It was submitted to the Board of Management that following faculty/officials have been relieved from the University as per the details given below:

S.No.	Name & Designation	Remarks	Date of relieving
1.	Sh. Dharam Das Verma Controller of Finance	Repatriated to parent deptt.	04.08.2022
2.	Prof. Madan Mohan Tripathi Electrical Engineering	To join as Director General, NIELIT on deputation	28.01.2022
3.	Dr. Abhay Kumar Srivastava Director, Physical Education	Superannuated at age of 62 yrs	30.11.2021
4.	Ms. Navriti Gupta Assistant Professor	Resigned and relieved	14.06.2022
5.	Sh. Vikas Sharma Section Officer	Repatriated to parent deptt.	28.07.2022
6.	Sh. Ramakant Shukla Librarian	Superannuated at age of 62 yrs	29.07.2022
7.	Sh. Rajesh Singh Technical Assistant, DSM	Contractual employee	30.06.2022
8.	Sh. Chander Prakash Dangwal, Sr. Office Asstt.	Repatriated to parent deptt.	30.06.2022
9.	Sh. Sunil Tirkey Sr. Mechanic, Civil Deptt.	superannuated	30.06.2022
10.	Sh. Ganesh Roy Sr. Mechanic (App. Phy.)	Superannuated	31.01.2022
11.	Sh. Om Prakash Foreman (Mech. Engg.)	Superannuated	31.12.2021
12.	Mrs. Geeta Devi Safaikaramchari	Superannuates	28.02.2022

Copy of the Office Orders were placed in agenda.

Agenda 48.24 : Any other item with the permission of the Chair.

Supplementary Agenda 48.25 : Approval of Recruitment Rules for the posts of Librarian, Dy. Librarian and Assistant Librarian in DTU.

The Board of Management was apprised that after retirement of Sh. R.K. Shukla, Librarian, the post of Librarian is lying vacant. Recruitment Rules for the posts of Librarian, Dy. Librarian and Assistant Librarian were

placed before the Board of Management. It was observed that in DTU there are 03 sanctioned posts for library. They are continuing since the days of Delhi College of Engineering (DCE). The post of Librarian in DCE is in Level 10, Dy. Librarian in Level 8 and Assistant Librarian in Level 7. In case DTU decides to upgrade the Pay Scales of these posts, a proposal for surrender of these posts and creation of posts on the higher scales may be sent to the Government. Board of Management cannot change the Pay Scales of the posts created by the Government.

Decision : The Board of Management advised that proposal for surrender of these posts and creation of posts on the higher scales may be sent to the Government.

The meeting ended with a vote of thanks to the members.

The minutes are issued with the approval of the Vice Chancellor for circulation to the Hon'ble members, who are requested to give their comments, if any, on these circulated minutes.


(Prof. Madhusudan Singh)
Registrar

Copy to:-

1. Pr. Secretary to Hon'ble Lt. Governor, 6, Raj Niwas, Civil Lines, Delhi.
2. Prof. J.P. Saini, Vice Chancellor, Delhi Technological University.
3. Ms. Alice Vaz R., IAS, Secretary, Directorate of Training and Technical Education and Higher Education, Government of NCT of Delhi.
4. Sh. Bhupesh Chaudhary, IAS, Director, Directorate of Training and Technical Education, Government of NCT of Delhi.
5. Prof. I.K. Bhat, Vice Chancellor, Manav Rachna University, Faridabad.
6. Prof. Parimal H. Vyas, Former Vice Chancellor, Maharaja Sayajirao University of Baroda, Vadodara, Gujarat.
7. Prof. Rajeev Tripathi, Professor HAG, Motilal Nehru National Institute of Technology, Allahabad, Prayagraj, Uttar Pradesh.
8. Prof. Pragati Kumar, Dean (Industrial Research & Development).
9. Prof. Rajeshwari Pandey, Dean Academic (UG).
10. Prof. Nirendra Dev, Professor, Civil Engineering Department.
11. Prof. Narendra Kumar, Professor, Electrical Engineering Department.
12. Prof. Madhusudan Singh, Registrar.


(Prof. Madhusudan Singh)
Registrar

ANNEXURE

of Minutes

48th meeting

Board of Management
DTU

held on
18.08.2022

Shahbad Daulatpur, Bawana Road, Delhi-110042

REVISED AND CONSOLIDATED DELEGATION OF FINANCIAL POWERS

S. No.	Nature of A/A and E/S powers	Vice-Chancellor		Registrar (Admn)		Deans/ HoD / Librarian		Controller of Exam. (CoE)		Controller of Finance (CoF)		Condition, if any	Remarks
		Existing Power	New Proposed Power	Existing Power	New Proposed Power	Existing Power	New Proposed Power	Existing Power	New Proposed Power	Existing Power	New Proposed Power		
1.	Expenditure on functions / Seminar / Conferences in DTU	Up to Rs. 50 Lac [2 nd BOM]	Same as earlier	Up to Rs. 2 Lac	Up to Rs. 5 Lac	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	As per laid down approved norms. The prior A/A on each occasion shall be obtained from the VC.	Powers Beyond Rs. 50 Lac up to Rs. 1.00 crore vests with FC and beyond Rs. 1.00 crore vests with BOM
2.	Sanction for Advance drawl to incur the inevitable/emergent and urgent expenses.	Up to Rs. 50 Lac on each occasion [2 nd BOM]	Same as earlier	Up to Rs. 2 Lac	Up to Rs. 5 Lac	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subject to other norms laid down in GFR and the account of the advance drawl to be rendered within 30 days from the date of completion of event /purchase / activity.	Powers beyond Rs. 50 Lac up to Rs. 1.00 crore vests with FC and beyond Rs. 1.00 crore vests with BOM

3.	Repair & Maintenance of Computer and other installation	Up to Rs. 50 lac. On each occasion [2nd BOM]	Same as earlier	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	Subject to the availability of funds, completion of codal formalities as per laid down purchase procedure/GFR 2017	Powers Beyond Rs. 50 Lac uptoRs. 1.00 crore vests with FC and beyond Rs. 1.00 crore vest with BoM
4.	Publication: (i) Official publication	UptoRs. 50 lac. On each occasion [2nd BOM]	Same as earlier	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds and laid down codal formalities/GFR 2017.	Powers Beyond Rs. 50 Lac uptoRs. 1.00 crore vests with FC and beyond Rs. 1.00 crore vest with BoM
	(ii) Library Books technical journals	UptoRs. 50 lac. On each occasion [2nd BOM]	Full Power	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	Subject to codal formalities, availability of funds & approval of Library Committee	Purchase towards Yearly subscriptions of E-journals etc
5.	Disposal of obsolete surplus or the unserviceable stores	UptoRs. 50 lac. On each occasion [2nd BOM]	Same as earlier	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	The disposal is subject to the recommendation of the condemnation board constituted by the Vice-	Powers Beyond Rs. 50 Lac uptoRs. 1.00 crore vests with FC and beyond Rs. 1.00 crore vest with BoM

6.	Irrevocable losses of stores or of public money write off.		Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Chancellor	i). Powers Beyond Rs. 10000 vests with BOM after recommendation by FC
	(i) Irrevocable losses due to theft, fraud or negligence	Rs. 10,000/-	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Losses will be reported to Vice-Chancellor at the very initial stage of occurrence. After full investigation and report of the Committee headed by vigilance officer the matter will be submitted to VC through COF for write off losses	ii). Powers Beyond Rs. 20.00 Lac vests with BOM after recommendation by FC.
	(ii) Irrevocable losses not due to theft, fraud or negligence	Rs. 02 Lac as per FD Memo dt. 7/8/2019	Upto Rs. 20 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier		
7.	Purchase of Stationary stores	Upto Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Upto Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subjects to the availability of funds and as per latest govt. guidelines and GFR2017	Powers Beyond Rs. 50 Lac up to Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
10.	Postal & Courier charges	Upto Rs. 50 Lac on each occasion [2nd	Same as earlier	Upto Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore

		BOM]	Same as earlier	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Air lifting of stores should be resorted to only with the approval of Vice-Chancellor.	vest with BOM
11.	Freight and demurrage/wharf ages 1. Freight charges	UptoRs. 50 Lac on each occasion [2nd BOM]	Same as earlier	UptoRs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Air lifting of stores should be resorted to only with the approval of Vice-Chancellor.	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM,
12.	Motor Vehicles; (i) Purchase	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds and as per laid down purchase procedures / GFR2017	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
	(ii) Maintenance upkeep	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Up to Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds and as per laid down purchase procedures / GFR2017	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
	(iii) Hiring of Vehicle	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Upto Rs. 10,000/- on each occasion	Up to Rs. 50000 /- on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds and as per laid down purchase procedures / GFR2017	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
13	Municipal rates and taxes	Up to Rs.	Full	Up to	Up to	NIL	Same as earlier	NIL	Same	NIL	Same	Subjects to	

		1Cr. on each occasion	Power	Rs. 2 Lac on each occasion	Rs. 5 Lac on each occasion	earlier	as earlier	as earlier	availability of funds	
14.	Telephone Bill re-imbursement of residential phone	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Up to Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	Same as earlier	NIL	Same as earlier	Subjects to availability of funds	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
15.	Telephone charges for office telephones	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Up to Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	Same as earlier	NIL	Same as earlier	Subjects to availability of funds	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
16.	Electricity and Water charges	Full Powers	Same as earlier	Full Powers	Same as earlier	Same as earlier	NIL	Same as earlier	Subjects to availability of funds	
17.	Printing and Binding	Up to Rs. 50 Lac on each occasion [2nd BOM]	Same as earlier	Up to Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	Same as earlier	NIL	Same as earlier	Subjects to availability of funds	Powers Beyond Rs. 50 Lac upto Rs. 1.00 crore vest with FC and beyond Rs. 1.00 crore vest with BOM
18.	Merits, Awards, stipends Loan and other educational scholarship to students	Full Powers	Same as earlier	NIL	Full Power	Dean (UG)/(PG)/(P&C)/(RD) Full	NIL	Same as earlier	The A/A and E&S will be accorded as per approved	

23.	Deputation of Research staff and fellows for field work pertaining to respective research schemes with TA/DA as per rules concerning the grants received for Research	Full powers [2 nd BOM]	Same as earlier	NIL	Full Power	Dean (IRD) shall have the power to sanction upto Rs. 20,000 on each occasion	Dean (IRD) shall have the power to sanction upto Rs. 50,000 on each occasion	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds in Research Scheme and guidelines issued by the UGC/ AICTE/ MHRD/ DST/ MiETY/MNRE other funding agencies.	
25	Invitation of distinguished scholars or experts in different fields and payment to them at special rates (Guest Faculty)	Full powers [2 nd BOM]	Same as earlier	Rs. 2 Lac on each occasion	Up to Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Subject to approved special rates and norms by the BOM and appointment thereof by VC	
26.	(a) Expenditure sanction for Expenses Related to SRCs/DRCs/BOS	Full Powers [2 nd BOM]	Same as earlier	NIL	Full Power	Dean UG/PG/IRD upto Rs. 25000 on each occasion	Dean (UG)/(PG) / (P&C)/(IR D) Upto Rs. 50,000/- on each occasion	NIL	Same as earlier	NIL	Same as earlier	Subject to availability of funds in Research Scheme and guidelines issued by the UGC/ AICTE/ MHRD/ DST/ MiETY/MNRE	See Note 4,5,6 & 7 at the end of the table.
	(b) Scholarship & contingency in respect of M.Tech, MBA, PhD., TRF, PDFs and fellow engaged under R&D project.	Full Powers [2 nd BOM]	Same as earlier	NIL	Full Power	Dean UG/PG/IRD Upto Rs. 10 Lac	Dean (UG)/(PG) / (P&C)/(IR D) Upto Rs.	NIL	Same as earlier	NIL	Same as earlier	E other funding agencies. And A/A for taking up the project	See Note 4,5,6 & 7 at the end of the table.

[illegible]

38.	Hospitality / Refreshment	No ceiling	Same as earlier	Up to Rs. 2,500/- pm	Up to Rs. 10000/- pm	Up to Rs. 2,500/- pm	Same as earlier	Up to Rs. 2,500/- pm	Same as earlier	Up to Rs. 2,500/- pm	Subject to approved norms and expenses on high tea with snacks, the petty refreshment on tea with snacks etc. and lunch to the guests	
	(i) For official meetings / Visitors											
39.	(ii) For seminars / conferences / convocations	Full powers [2nd BOM]	Same as earlier	NIL	Full Powers	NIL	Same as earlier	NIL	Same as earlier	NIL	Subject to approved rates of pay and allowances and remuneration as laid down in their appointment letters/ orders. Further claim of panelled/Govt. Hospitals/ institutions shall be approved by Registrar or even by Hon'ble V.C Subject to DGHS rate.	
	i) Expenditure on pay and allowances to regular employees, pay and allowance to contractual employees, remuneration to part time faculty.	Full powers [2nd BOM]	Same as earlier	Full powers	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	Full powers		

	ii) Reimbursement of Medical Claim	NIL	Full Power	NIL	Full Power *	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	* Subject to approved rates of DGHS. For Govt Hospitals/ Empanelled Hospitals/ Dispensaries as per DGHS List/DTU Dispensary.	
40.	Expenditure on miscellaneous contingencies (unspecified recurring)	Full powers [2 nd BOM]	Same as earlier	NIL	Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Upto Rs. 50,000/- on each occasion subject to maximum Rs. 5 lacs per annum		
41.	Retirement benefits	Full Powers [2 nd BOM]	Same as earlier	Full Powers	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier		
42.	Expenditure from Student Fund account with sanction of advance drawl	Full powers [4.4 BOM]	Same as earlier	Up to Rs. 02 Lac on each occasion	Upto Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier		
43.	Expenditure on sponsored projects	Full powers [4.4]	Same as earlier	Up to Rs. 02 Lac on	Upto Rs. 5 Lac on each	Dean IRD Up to	Dean IRD/ PQC Up to Rs. 01 Lac	NIL	Same as earlier	NIL	Same as earlier		

44.	Engaging manpower for Security Sanitation, House-keeping, Horticulture, Nursing, Hostel, Sports, Office Attendants and such other activities on outsource basis.	BOM]	Up to Rs. 10 Cr. for Goods & Services in a single transaction under University Generated Fund. (BOM 28.19))	Same as earlier	Up to Rs. 02 Lac on each occasion	Upto Rs. 5 Lac on each occasion	Rs. 01 Lac on each occasion to Principal Investigators. A/A for taking up the project will be accorded by the Hon'ble VC	on each occasion to Principal Investigators. A/A for taking up the project will be accorded by the Hon'ble VC	NIL	Same as earlier	NIL	Same as earlier	Same as earlier		Powers Beyond Rs. Rs. 10.00 crore vests with BoM
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45.	To purchase of equipment, computers, laptops, software, printers, audio visual aids, photocopiers, ACs and furniture for classroom, laboratorial, libraries, hostels and offices etc.	Up to Rs. 10 Cr. (BOM 28.19)	Same as earlier	Up to Rs. 02 Lac on each occasion	Expenditure Sanction (E/S) Upto Rs. 20 Lac on each occasion. Whereas Administrative Approvals (A/A) will be accorded by the Hon'ble VC for any purchase amounting above Rs. 5 Lac	NIL	Same as earlier	NIL	Same as earlier	NIL	Complete power for A/A and E/S vest with Registrar for purchase upto Rs. 5 Lac on each occasion. For any purchase amounting above Rs. 5 Lac A/A will be accorded by Hon'ble VC	BOM delegated the powers to VC for exp upto Rs. 10 Crores for goods and services in single transaction under University generated fund (BOM 28.19). Norms of IT department may be followed
46.	(i) Purchase of Fixture and Furniture	Up to Rs. 10 Cr. (BOM 28.19)	Same as earlier	Up to Rs. 2 Lac on each occasion	Upto Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Subject to availability of funds and completion of codal formalities, as per laid down purchase procedures/GFR 2017	Powers Beyond Rs. 10.00 crore vests with BOM

	(ii) Repairs thereto	Up to Rs. 10 Cr. (BOM 28.19)	Same as earlier	Upto Rs. 2 Lac on each occasion	Upto Rs. 5 Lac on each occasion	NIL	Same as earlier	NIL	Same as earlier	NIL	Subject to availability of funds and completion of codal formalities, as per laid down purchase procedures/GFR R 2017	Powers Beyond Rs. 10.00 crore vests with BoM
47.	(i) The expenditure on construction of new building.	Up to Rs. 50 Crore [18.12 BOM] & [35.13 BOM]	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Same as earlier	NIL	Subject to provision laid down in CPWD manual, PWD guidelines and other structural norms/GFR	Powers Beyond Rs. 50.00 crore vests with BoM
	(ii) Expenditure on work relating to addition/alteration modernization, renovation & maintenance work being executed through engineering wing/PWD after observing codal formalities	Up to Rs. 50 Crore [18.12 BOM] & [35.13 BOM]	Same as earlier	Up to Rs. 2 Lac	Upto Rs. 5 Lac	NIL	Same as earlier	NIL	Same as earlier	NIL	Subject to provision laid down in CPWD manual, PWD guidelines and other structural norms/GFR	Powers Beyond Rs. 50.00 crore vests with BoM

SCHEME FOR COMPASSIONATE APPOINTMENT IN DELHI
TECHNOLOGICAL UNIVERSITY

1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Delhi Technological University (DTU) Employee dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any **means of livelihood**, to **relieve** the family of the DTU employee concerned from financial destitution and to help it get over the emergency.

2. TO WHOM APPLICABLE

To a dependent family member of a DTU employee who —

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds or before attaining the age of 55 years (57 years for erstwhile Group 'D' DTU employee) or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' DTU employee)

Note I "Dependent **Family Member**" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried DTU employee or

Note II "DTU employee" for the purpose of these instructions means a DTU employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III "Re-employment" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

Board of Management on the basis of recommendations duly constituted Selection Committee as prescribed under the DTU Act, 2009, Statutes and Instructions of the Government of NCT of Delhi, if any.

4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C' posts against the direct recruitment quota.

5. ELIGIBILITY

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

6. A. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:-

- (i) Recruitment procedure as prescribed in DTU Rules
- (ii) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure) and duly endorsed by the Government of NCT of Delhi.

B. RELAXATIONS

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower Age limit should, however, in no case be relaxed below 18 years of age.

Note 1 Age eligibility shall be determined with reference to the date of application and not the date of appointment.

Note 2 Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) In exceptional circumstances DTU may consider recruiting persons not immediately meeting the minimum educational standards. DTU may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be equal to the lowest/first cell (minimum) of Pay Level-1 Rs. 18,000-56,900 (pre-revised -IS pay band). In addition, they will be granted all applicable Allowance, like Dearness Allowances, House Rent Allowance etc. as admissible.
- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Junior Office Assistant will be governed by as per DTU Rules.
- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASIMG STAFF, she will be placed in minimum of Pay Level-1(Rs. 18,000-56,900) directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.

7. DETERMINATION/ AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back up to 5% of vacancies in the aforesaid categories to be filled by direct recruitment so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. Forexample. if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC, he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family "member of DTU employee on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy e.g. sports quota vacancy.

- (e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to the appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under Direct Recruitment quota in Group 'C' posts.
- (f) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts.

8. TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:

Any application for Compassionate appointment is to be considered without any time limit and decision taken on merit in each case

9. BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT

- (a) DTU may consider requests for compassionate appointment even where the death or retirement on medical grounds of a DTU employee took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the DTU employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumstances. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of Vice Chancellor, DTU.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a DTU employee and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the Delhi Technological University making compassionate appointment

10. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. WHERE THERE IS AN EARNING MEMBER

(a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Board of Management of DTU who, before approving such appointment, will satisfy that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the DTU employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the DTU employee and whether he should not be a source of support to other members of the family.

(b) In cases where any member of the family of the deceased or medically retired DTU employee is already in employment and is not supporting the other members of the family of the DTU employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the DTU employee so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

12. PROCEDURE

i) The Welfare Officer in DTU or a senior officer may be deputed to meet the family members of the deceased DTU employee and appraise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.

ii) In case it is observed by the Welfare Officer/Senior Officer that the condition of the family of the **deceased** DTU employee is indigent, the family should also be apprised of the scheme for compassionate appointment.

iii) In such cases, the Welfare Officer or any other Offices would assist the family member of the deceased DTU employee in applying for appointment on Compassionate grounds. The application should be made in the format prescribed as in Annexure..... All assistance should be extended to enable such family member to fill the Application Form for compassionate appointment. The Applicant should be advised in person about the requirements and formalities to be completed by him. The Applicant should also be given detailed information of the posts to which they can apply.

iv) The Administration shall satisfy itself regarding the correctness of the details entered in the Application form and family income and other details computed for processing the Application. During scrutiny, if any additional details or information having a bearing on the case, emerge, the same should be added as supplementary Note to the Application.

- v) Every application found to be in order, should be acknowledged by assigning a unique Registration number. All pending Applications should also be **assigned** Enrique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the Applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.
- vi) While informing the Applicants of the registration number of their Application, they may also be informed of the likely number of vacancies likely to be available to be filled on compassionate grounds as well as be provided with a copy of the point based merit system.
- vii) To consider the various applications and to recommend individual applicant for grant of compassionate appointment, a Committee, comprising three members (one Chairman and two Members), may be constituted. The Committee may be chaired by an Officer not below the rank of Professor of the University.
- viii) The Committee may meet as per their convenience to consider all fresh requests received, in addition to pending applications. In case large number of applications are received at different times during the calendar year, the Committee may meet as frequently as it may think appropriate.
- ix) Prior to every meeting of the Committee, the Applicants whose applications are being considered, should be informed, through email or other forms of communication of the number of vacancies in each grade for which they are being considered as also the date the Committee is due to meet to consider their Application. However, the Applicant(s) would not be required to have any personal interaction with the Committee. The Applicants may not be asked to be present during the meeting of the Committee.
- x) Every valid application shall be assessed strictly on the basis of the point based merit system formulated by DTU.
- xi) The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each Applicant, under the applicable point based merit system.
- xii) The result of each round of selection should be communicated to the Applicants. The points awarded against each parameter along with total merit points earned, should be provided to the Applicants through email or other forms of communication.
- xiii) The minutes of each meeting of the Committee including the merit points earned by each Applicant should also be placed, within a period of three weeks from the date of meeting of the Committee, in public domain on the website of the University.
- xiv) Recommendation of the Committee should be placed before the Board of Management for a decision.

13. UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in **Annexure**) that he/she will maintain properly the other family members who were dependent on the DTU employee. In case, it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her- appointment may be terminated forthwith.

14. REQUEST IN CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on consideration of compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

15. SENIORITY

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground.

16. TERMINATION OF SERVICE

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

The power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Board of Management.

17. GENERAL

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' DTU employee to an erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' DTU employee can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- (d) Compassionate appointment should not be denied or delayed on flimsy ground. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.

18. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:

- (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
- (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
- (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
- (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
- (x) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired DTU employee is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
- (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
- (vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.

(c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs. Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt. A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

- (e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 6461 on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
- (f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind".

ANNEXURE

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF DTU EMPLOYEES DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART-A

- I. (a) Name of the DTU Employee (Deceased/retired on medical ground)
(b) Designation of the DTU Employee
(a) Whether it is MTS (erstwhile Group 'D') or not (d) Date of Birth of the DTU Employee
(e) Date of death/retirement on medical grounds
(f) Total length of Service rendered
(g) Whether permanent or temporary
(h) Whether belonging to SC/ST/OBC
- II. (a) Name of the candidate for appointment
(b) His/Her relationship with the DTU Employee
(c) Date of Birth
(d) Educational Qualifications
(e) Whether any other dependent family member has been appointed on Compassionate grounds
- III. Particulars of total assets left including amount of
(a) Family Pension
(b) D.C.R. Gratuity
(c) G.P.F. Balance
(d) Life Insurance Policies (including Postal Life Insurance)
(e) Moveable and Immovable properties & annual income earned therefrom by the family.
(f) C.G.E. Insurance amount
(g) Encashment of leave
(h) Any other assets
Total
- IV. Brief particular of liabilities, if any.
- V. Particulars of all dependent family members of the DTU Employee (if Some are employed, their income and whether they are living together or separately

5.No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments)
1					
3					

VI. Declaration/Undertaking

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the DTU Employee mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the Candidate

Name.....

Address.....

Mobile No.....

Email ID.....

PART-B

(TO BE FILLED BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- (I) (a) Name of the candidate for Appointment. _____
- (b) His/Her relationship with the DTU Employee.

- (c) Age (date of birth), education qualification and experience, if any. _____
- (d) Post (Group C) which employment is Proposed.
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
- (f) Whether the relevant Recruitment Rules provide for direct recruitment. _____
- (g) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____
- (II) Whether the facts mentioned in Part-A have been verified by the Office and if so, indicate the records.

- (III) If the DTU Employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier.

- (IV) Personal recommendation of the Head of the Department

- (With his signature and office Stamp/seal)

- 26 A -

**RELATIVE MERIT POINTS ASSESSTMENT ON A 100 POINT SCALE FOR
COMPASSIONATE APPOINTMENT**

PART - C

Sl.No.	PARAMETER	POINTS ALLOTTED TO THE PARAMETER	POINTS SCORED BY THE CANDIDATE
1	Family Pension/Monthly amount (Excluding DA & Allowance)	20	
2	Terminal Benefits (DCRG, GPF/PPF, LIC/PLI, Leave encasement, etc)/Lump sum amount under NPS etc.	10	
3	Annual income of earning Members and income from property	10	
4	Movable/Immovable property	10	
5	Left over service of deceased	15	
6	Number of Dependents i.e. Mother or Father, Spouse (Wife) only	10	
7	Dependent unmarried daughters	10	
8	Dependent minor children	10	
9	Unmarried major son (up to 25 years of age) and Dependent major son i.e. physically & mentally challenged (without age limit)	05	
	TOTAL	100	

51/C

F. No. 31/Fin./Estb-III/2017/DS-IV/2017/532
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 FINANCE (ADMINISTRATION DIVISION) DEPARTMENT
 4TH LEVEL, 'A WING' DELHI SECRETARIAT
 I.P. ESTATE, NEW DELHI 110002
 CD No: - 012433322

Dated: 07/7/21

ENDORSEMENT

The copy of under mentioned paper is forwarded herewith for information and necessary action to the following: -

1. All Heads of Department, Government of National Capital Territory of Delhi
2. All Pay & Accounts Officers Pay and Accounts Office, Vikas Bhawan, Government of National Capital Territory of Delhi.
3. Guard File
4. Sy. Analyst with the request to upload the same on Website of Finance Department and all the Departments are requested to download the same from Website of Finance Department (No hardcopy of enclosures will be dispatched to any Organisation/Deptt.)

(MANOJ KUMAR)

DY. SECRETARY (FINANCE)

List of paper forwarded

S. No.	Name of the Ministry/Deptt.	Gazette Notification Date	Subject
1.	Ministry of Personnel, Public Grievances & Pension, Department of Pension and Pensioner's Welfare, Government of India	Date 30.03.2021	Central Civil Services (Implementation of National Pension System) Rules, 2021



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
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नई दिल्ली, बुधवार, मार्च 31, 2021/चैत्र 10, 1943
NEW DELHI, WEDNESDAY, MARCH 31, 2021/CHAITRA 10, 1943

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(पेंशन और पेंशनभोगी कल्याण विभाग)

अधिसूचना

नई दिल्ली, 30 मार्च, 2021

सा.का.नि.227(अ).—राष्ट्रपति, संविधान के अनुच्छेद 148 के खंड(5) और अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखापरीक्षा और लेखा विभाग में सेवा करने वाले व्यक्तियों के संबंध में भारत के नियंत्रक महालेखापरीक्षक से परामर्श करने के पश्चात, राष्ट्रीय पेंशन प्रणाली के कार्यान्वयन की पद्धति को विनियमित करने के लिए निम्नलिखित नियम बनाते हैं: अर्थात् -

1. संक्षिप्त नाम और प्रारम्भ - (1) इन नियमों का संक्षिप्त नाम केंद्रीय सिविल सेवा (राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 है।

(2) ये राजपत्र में अपने प्रकाशन की तारीख को प्रवृत्त होंगे।

2. लागू होना- इन नियमों में अन्यथा उपबंधित के सिवाय, ये नियम 1 जनवरी, 2004 को या उसके पश्चात रक्षा सेवाओं में सिविल सरकारी कर्मचारियों सहित संघ के मामलों के संबंध में सिविल सेवाओं और पदों पर मूल रूप से नियुक्त सरकारी कर्मचारियों को लागू होंगे, किंतु निम्नलिखित को लागू नहीं होंगे -

(क) रेलवे कर्मचारी;

(ख) नैमित्तिक और दैनिक मजदूरी वाला कर्मचारी;

— 28 —

- (ग) आकस्मिक व्यय संदत्त व्यक्तियों;
- (घ) अखिल भारतीय सेवाओं के सदस्य;
- (ङ) विदेशी देशों में राजनयिक, कौंसलीय या अन्य भारतीय प्रतिष्ठानों में सेवाओं के लिए स्थानीय रूप से भर्ती किए गए व्यक्ति;
- (च) संविदा पर नियोजित व्यक्ति;
- (छ) ऐसे व्यक्ति जिनकी सेवा के लिए निबंधन और शर्तें संविधान के उपबंधों या तत्समय प्रवृत्त किसी अन्य विधि के अधीन विनियमित की जा रही हैं; और
- (ज) ऐसे व्यक्ति जिन पर सरकार द्वारा जारी किए गए किसी विशेष या साधारण आदेश के अनुसार केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के नियम लागू होते हैं।

3. परिभाषाएं - इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो-

- (1) (क) किसी मंत्रालय या विभाग या संघ राज्य क्षेत्र के संबंध में "प्रत्यायित बैंक" से रिजर्व बैंक या कोई भी ऐसा बैंक अभिप्रेत है जो उस मंत्रालय या विभाग या संघ राज्य क्षेत्र से संबंधित सरकार के व्यापार को करने के लिए नियुक्त किया जाता है और न्यासी बैंक को निधियों का अंतरण करने हेतु मान्यता प्राप्त है;
- (ख) "संचित पेंशन कॉर्पस" से राष्ट्रीय पेंशन प्रणाली के अधीन किसी अभिदाता के व्यक्तिगत पेंशन खाते में संचित पेंशन निवेशों का मौद्रिक मूल्य अभिप्रेत है;
- (ग) "वार्षिकी" से संचित पेंशन कॉर्पस से वार्षिकी योजना की खरीद पर वार्षिकी सेवा प्रदाता द्वारा अभिदाता को किया गया आवधिक भुगतान अभिप्रेत है;
- (घ) "वार्षिकी सेवा प्रदाता" से ऐसी जीवन बीमा कंपनी अभिप्रेत है जो बीमा विनियामक और विकास प्राधिकरण द्वारा रजिस्ट्रीकृत और विनियमित है तथा राष्ट्रीय पेंशन प्रणाली के अभिदाताओं को वार्षिकी सेवाएं प्रदान करने के लिए प्राधिकरण द्वारा सूचीबद्ध है;
- (ङ) "प्राधिकरण" से पेंशन निधि विनियामक और विकास प्राधिकरण अधिनियम, 2013 (2013 का 23) की धारा 3 की उप धारा (1) के अधीन स्थापित पेंशन निधि विनियामक और विकास प्राधिकरण अभिप्रेत है और इसमें संकल्पों के माध्यम से केंद्रीय सरकार द्वारा स्थापित अंतरिम पेंशन निधि विनियामक और विकास प्राधिकरण सम्मिलित है;
- (च) "केंद्रीय अभिलेख अभिरक्षण अभिकरण" से पेंशन निधि विनियामक और विकास प्राधिकरण अधिनियम, 2013 की धारा 27 के अधीन रजिस्ट्रीकृत ऐसा अभिकरण अभिप्रेत है जो अभिदाताओं के लिए योजनाओं का अभिलेख रखने, लेखा, प्रशासन और ग्राहक सेवा के कार्य करती है;
- (छ) "आहरण और संवितरण अधिकारी" से कार्यालयाध्यक्ष या कोई अन्य राजपत्रित अधिकारी अभिप्रेत है, जिसे केंद्रीय सरकार के किसी विभाग, विभागाध्यक्ष या किसी प्रशासक द्वारा केंद्रीय सरकार की ओर से बिलों का आहरण और भुगतान करने लिए नामनिर्दिष्ट किया जाता है। इस शब्द में विभागाध्यक्ष या प्रशासक भी सम्मिलित हो सकता है जहाँ वह स्वयं ऐसे कार्य का निर्वहन करता है;
- (ज) "चेक आहरण और संवितरण अधिकारी" से किसी मंत्रालय या विभाग (जिसमें केंद्रीय लोकनिर्माण विभाग, वन विभाग और ऐसे विभाग सम्मिलित हैं जिन्हें केंद्रीय लोक निर्माण खाता संहिता के उपबंधों का अनुपालन अधिकृत किया गया है) या किसी संघ राज्य क्षेत्र के अंतर्गत कार्य करने वाला आहरण और संवितरण अधिकारी अभिप्रेत है जो एक प्रत्यायित बैंक की विनिर्दिष्ट शाखा में अपने पक्ष में खोले गए समानुद्देशन खाते के अंतर्गत विनिर्दिष्ट प्रकार के भुगतानों के लिए पैसे निकालने के लिए प्राधिकृत है;
- (झ) "रक्षा सेवाएँ" से भारत सरकार के अधीन रक्षा मंत्रालय और रक्षा मंत्रालय के नियंत्रणाधीन, रक्षा सेवाएँ अनुमानों से संदत्त, रक्षा लेखा विभाग के अधीन सेवाएँ अभिप्रेत है और जो स्थायी रूप से वायु सेना अधिनियम 1950 (1950 का 45) या सेना अधिनियम, 1950 (1950 का 46) या नौसेना अधिनियम, 1957 (1957 का 62) के अधीन नहीं है;
- (ञ) "परिलब्धियाँ" से नियम 5 में यथाविनिर्दिष्ट परिलब्धियाँ अभिप्रेत है;

(ट) "विदेश सेवा" से वह सेवा अभिप्रेत है जिसमें सरकारी कर्मचारी भारत के समेकित कोष या किसी राज्य के समेकित कोष या किसी संघ राज्य क्षेत्र के समेकित कोष के अतिरिक्त किसी अन्य स्रोत से सरकार की संस्वीकृति के साथ अपना वेतन प्राप्त करता है;

(ठ) "सरकार" से केन्द्रीय सरकार अभिप्रेत है;

(ड) "विभागाध्यक्ष" से वित्तीय शक्तियों का प्रत्यायोजन नियम, 1978 की अनुसूची 1 में विनिर्दिष्ट प्राधिकारी अभिप्रेत है और इसमें ऐसे अन्य प्राधिकारी या व्यक्ति सम्मिलित हैं जिन्हें राष्ट्रपति, आदेश द्वारा, विभागाध्यक्ष के रूप में विनिर्दिष्ट कर सकते हैं;

(ढ) "कार्यालयाध्यक्ष" से ऐसा राजपत्रित अधिकारी अभिप्रेत है जिसे वित्तीय शक्तियों का प्रत्यायोजन नियम, 1978 के नियम 14 के अधीन ऐसा घोषित किया गया है, और इसमें ऐसे अन्य प्राधिकारी या व्यक्ति सम्मिलित हैं जिन्हें सक्षम प्राधिकारी, आदेश द्वारा कार्यालयाध्यक्ष के रूप में विनिर्दिष्ट कर सकते हैं;

(ण) "व्यक्तिगत पेंशन खाता" से किसी अभिदाता का खाता अभिप्रेत है, जिसे राष्ट्रीय पेंशन प्रणाली के अधीन निबंधन और शर्तों को स्थापित करने वाली संविदा द्वारा निष्पादित किया जाता है;

(त) "सरकार द्वारा प्रशासित स्थानीय निधि" से किसी निकाय द्वारा प्रशासित निधि अभिप्रेत है, जो विधि या नियम के द्वारा सरकार के नियंत्रण में आती है और जिसके व्यय पर संपूर्ण और प्रत्यक्ष नियंत्रण सरकार के पास है;

(थ) "राष्ट्रीय पेंशन प्रणाली" से पेंशन निधि विनियामक और विकास प्राधिकरण अधिनियम, 2013 की धारा 20 में निर्दिष्ट अंशदायी पेंशन प्रणाली अभिप्रेत है जिसमें पेंशन निधि विनियामक और विकास प्राधिकरण के विनियमों द्वारा यथाविनिर्दिष्ट पॉइंट्स ऑफ प्रेजेंस पद्धति, केंद्रीय अभिलेख अभिरक्षण अभिकरण और पेंशन निधियों का उपयोग करके किसी अभिदाता के अंशदानों को व्यक्तिगत पेंशन खाते में संग्रहित और संचित किया जाता है;

(द) "वेतन और लेखा अधिकारी" से ऐसा अधिकारी अभिप्रेत है, जिसका आधिकारिक पद चाहे जो हो, जो केन्द्रीय सरकार या संघ राज्यक्षेत्र के मंत्रालय, विभाग या कार्यालय के खातों का रखरखाव करता है और इसमें महालेखाकार भी सम्मिलित है जिसे केन्द्रीय सरकार या संघ राज्यक्षेत्र के खातों या उसके खातों के भाग के रखरखाव का कार्य सौंपा गया है;

(ध) "पेंशन निधि" से ऐसा मध्यस्थ अभिप्रेत है जिसे पेंशन निधि विनियामक और विकास प्राधिकरण अधिनियम, 2013 की धारा 27 की उप-धारा(3) के अधीन, विनियमों द्वारा यथाविनिर्दिष्ट रीति से, अंशदान प्राप्त करने, उन्हें जमा करने और अभिदाता को भुगतान करने के लिए पेंशन निधि के रूप में प्राधिकरण द्वारा रजिस्ट्रीकरण प्रमाणपत्र प्रदान किया गया है;

(न) "स्थायी सेवानिवृत्ति खाता संख्या" से केंद्रीय अभिलेख अभिरक्षण अधिकरण द्वारा प्रत्येक अभिदाता को आवंटित विशिष्ट पहचान संख्या अभिप्रेत है;

(प) "अभिदाता" से ऐसा सरकारी कर्मचारी अभिप्रेत है जो पेंशन निधि की योजना के लिए अभिदाय करता है;

(फ) "न्यासी बैंक" से बैंककारी विनियमन अधिनियम, 1949(1949 का 10) में परिभाषित बैंककारी कंपनी अभिप्रेत है।

(2) उन शब्दों और पदों के, जो इनमें प्रयुक्त हैं और परिभाषित नहीं हैं, किन्तु मूल नियम, 1922, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972, पेंशन निधि विनियामक और विकास प्राधिकरण अधिनियम, 2013 या पेंशन निधि विनियामक और विकास प्राधिकरण विनियमों में परिभाषित हैं, वही अर्थ होंगे जो उक्त अधिनियमों या नियमों या विनियमों में उन्हें क्रमशः समनुदेशित किए गए हैं।

साधारण शर्तें

4. राष्ट्रीय पेंशन प्रणाली में रजिस्ट्रीकरण- (1) ऐसा सरकारी कर्मचारी, जिसे ये नियम लागू होते हैं, सेवा में कार्यग्रहण करने पर, तत्काल ही राष्ट्रीय पेंशन प्रणाली में रजिस्ट्रीकरण के लिए सामान्य अभिदाता रजिस्ट्रीकरण प्ररूप में या प्राधिकरण द्वारा विनिर्दिष्ट किसी अन्य प्ररूप में, नियम 10 में विनिर्दिष्ट विकल्प प्ररूप सहित कार्यालयाध्यक्ष को आवेदन प्रस्तुत करेगा।

- (2) कार्यालयाध्यक्ष उप-नियम (1) के अधीन आवेदन की अभिप्राप्ति होने पर, यह सुनिश्चित करेगा कि आवेदन सभी प्रकार से संपूर्ण है, इसकी प्रति अभिप्राप्त करने की तारीख का उल्लेख करते हुए हस्ताक्षर करेगा और उसे सरकारी कर्मचारी के कार्यग्रहण करने के दिन से तीन कार्य दिवस के भीतर आहरण और संवितरण अधिकारी को भेजेगा। कार्यालयाध्यक्ष अभिलेख के लिए आवेदन की एक प्रति रखेगा।
- (3) कार्यालयाध्यक्ष से आवेदन की अभिप्राप्ति होने की तारीख से तीन कार्य दिवसों के भीतर, आहरण और संवितरण अधिकारी, वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को, यथास्थिति, वैयक्तिक अभिदाता के आवेदन अग्रेषित करेगा।
- (4) वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी, यथास्थिति, आहरण और संवितरण अधिकारी से प्राप्त आवेदन का प्रक्रमण करेगा तथा आहरण और संवितरण अधिकारी से आवेदन प्राप्त होने की तारीख से तीन कार्य दिवसों के भीतर ऑनलाइन प्रणाली के माध्यम से केंद्रीय अभिलेख अभिरक्षण अभिकरण को अग्रेषित करेगा। वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी आवेदन की विधिवत हस्ताक्षरित प्रति केंद्रीय अभिलेख अभिरक्षण अभिकरण को भी अभिलेख के लिए अग्रेषित करेगा।
- (5) केंद्रीय अभिलेख अभिरक्षण अभिकरण रजिस्ट्रीकरण की प्रक्रिया को पूर्ण करेगी और प्राधिकरण द्वारा विनिर्दिष्ट टर्नअराउन्ड समय के अनुसार प्राधिकरण द्वारा विनिर्दिष्ट प्ररूप में प्रत्येक सरकारी कर्मचारी के संबंध में एक स्थायी सेवानिवृत्ति खाता संख्या आवंटित करेगा। रजिस्ट्रीकरण की प्रक्रिया पूर्ण होने के पश्चात, केंद्रीय अभिलेख अभिरक्षण अभिकरण, प्राधिकरण द्वारा अधिकथित प्रक्रिया और टर्नअराउन्ड समय के अनुसार, यथास्थिति, वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को स्थायी सेवानिवृत्ति खाता संख्या संसूचित करेगा और अभिदाता को भी स्थायी सेवानिवृत्ति खाता किट अग्रेषित करेगा।
- (6) वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी, यथास्थिति, संबंधित आहरण और संवितरण अधिकारी को स्थायी सेवानिवृत्ति खाता संख्या (पीआरएएन) के बारे में तत्काल संसूचित करेगा।
- (7) आहरण और संवितरण अधिकारी, कार्यालयाध्यक्ष को स्थायी सेवानिवृत्ति खाता संख्या(पीआरएएन) के बारे में तत्काल संसूचित करेगा।
- (8) कार्यालयाध्यक्ष अभिदाता को स्थायी सेवानिवृत्ति खाता संख्या की सूचना देगा और अभिदाता द्वारा प्रस्तुत सामान्य अभिदाता रजिस्ट्रीकरण प्ररूप में या प्राधिकरण द्वारा विनिर्दिष्ट किसी अन्य प्ररूप में और अभिदाता की सेवा पुस्तिका में स्थायी सेवानिवृत्ति खाता संख्या(पीआरएएन) को दर्ज करेगा और तत्पश्चात, पांच कार्य दिवस के भीतर अभिदाता की सेवा पुस्तिका में सामान्य अभिदाता रजिस्ट्रीकरण प्ररूप या प्राधिकरण द्वारा विनिर्दिष्ट किसी अन्य प्ररूप की प्रमाणित प्रति चिपकाएगा।
- (9) उप-नियम(2) से उप-नियम (8)में निर्दिष्ट प्राधिकारी यह सुनिश्चित करेगा कि राष्ट्रीय पेंशन प्रणाली में सरकारी कर्मचारी के रजिस्ट्रीकरण की प्रक्रिया और उसके व्यक्तिगत पेंशन खाते में प्रथम अंशदान के जमा होने में कोई विलंब न हो। सरकारी कर्मचारी का पहला अंशदान उसके व्यक्तिगत पेंशन खाते में, उप-नियम(1) के अधीन आवेदन जमा करने की तारीख के बीस दिन के भीतर या सरकारी कर्मचारी के कार्यग्रहण करने के मास की अंतिम तारीख तक, इसमें से जो भी पश्चातवर्ती हो, तक जमा किया जाएगा।
- (10) ऐसे मामले में, जहां राष्ट्रीय पेंशन प्रणाली में सरकारी कर्मचारी के रजिस्ट्रीकरण की प्रक्रिया पहले महीने या बाद के किसी मास के लिए वेतन के आहरण की तारीख से पूर्व पूर्ण न हुई हो, तो सरकारी कर्मचारी के ऐसे वेतन या वेतनों का भुगतान नियम 6 के अनुसार यथावधारित अंशदान की राशि घटाने के पश्चात् किया जाएगा। जैसे ही राष्ट्रीय पेंशन प्रणाली में सरकारी कर्मचारी के स्थायी सेवानिवृत्ति खाता संख्या के सृजित होने की प्रक्रिया केंद्रीय अभिलेख अभिरक्षण अभिकरण द्वारा पूर्ण की जाती है, वेतन से विधारित अंशदान की राशि और नियम 8 के अधीन देय ब्याज की राशि को सरकारी कर्मचारी के व्यक्तिगत पेंशन खाते में जमा किया जाएगा तथा वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को संसूचित किया जाएगा।
- (11) उप-नियम (1) के अधीन प्रस्तुत किए गए विकल्प प्ररूप पर नियम 10 के अनुसार कार्रवाई की जाएगी।
- 5. परिलब्धियाँ -** (1) राष्ट्रीय पेंशन प्रणाली के अधीन अनिवार्य अंशदान की राशि अवधारित करने के प्रयोजनार्थ अभिव्यक्ति 'परिलब्धियाँ' में मूल नियम, 1922 के नियम 9(21)(क)(i) में यथापरिभाषित किसी कैलेंडर मास का मूल वेतन, चिकित्सा अधिकारी को निजी अभ्यास के बदले में देय गैर-अभ्यास भत्ता और स्वीकार्य महंगाई भत्ता सम्मिलित है।
- (2) नियम 7 के उप-नियम (1) के परंतुक के अध्याधीन, यदि कोई अभिदाता झूटी से अनुपस्थित, छुट्टी पर था, जिसके लिए छुट्टी वेतन देय है, तो इस नियम के प्रयोजनार्थ परिलब्धियों के लिए छुट्टी के दौरान वास्तव में आहरित वेतन और महंगाई भत्ते को दर्शाने वाली राशि को ध्यान में रखा जाएगा। इस नियम के प्रयोजनार्थ, परिलब्धियों के लिए छुट्टी के दौरान वास्तव में आहरित वेतन, गैर-अभ्यास भत्ता और महंगाई भत्ते की राशि को हिसाब में लिया जाएगा।

(3) नियम 7 के उप-नियम (1) के परंतुक के अध्यक्षीन, यदि कोई अभिदाता किसी कैलेंडर मास के पूरे या किसी भाग के दौरान झूटी से अनुपस्थित या असाधारण छुट्टी पर था, तो छुट्टी वेतन में उसका वेतन या वेतन को दर्शाने वाली राशि, इस नियम में निर्दिष्ट गैर-अभ्यास भत्ता और महंगाई भत्ता जो उसने मास के उस भाग के लिए वास्तव में आहरित किया, जिसके दौरान वह झूटी पर था या छुट्टी पर था, जिसके लिए छुट्टी वेतन देय है, इस नियम के प्रयोजनार्थ, परिलब्धियों के लिए गणना में लिया जाएगा।

(4) यदि कोई कर्मचारी निलंबन के अधीन था, तो उस कैलेंडर माह में निलंबन की अवधि के दौरान आहरित किए गए निर्वहन भत्ते को इस नियम के प्रयोजनार्थ परिलब्धियों के लिए गणना में लिया जाएगा।

(5) भारत में प्रतिनियुक्ति पर आए किसी अभिदाता द्वारा आहरित वेतन इस नियम के प्रयोजनार्थ परिलब्धियों के लिए गणना में लिया जाएगा।

(6) विदेश सेवा या भारत से बाहर प्रतिनियुक्ति पर किसी अभिदाता के मामले में, परिलब्धियों के लिए उनके उस वेतन को गणना में लिया जाएगा जो उन्हें तब मिलता यदि वह विदेशी सेवा या ऐसी प्रतिनियुक्ति पर न होते।

(7) यदि कोई सेवानिवृत्त अभिदाता, जो सरकारी सेवा में पुनर्नियोजित है और जिसके लिए ये नियम लागू हैं और जिसके पुनर्नियोजन पर उसके वेतन से उनके मासिक पेंशन से अनधिक राशि को कम किया गया है, मासिक पेंशन के तत्व को, जिससे वेतन में कटौती की गई है परिलब्धियों में सम्मिलित किया जाएगा।

6. राष्ट्रीय पेंशन प्रणाली में अभिदाता द्वारा अंशदान- (1) राष्ट्रीय पेंशन प्रणाली परिभाषित अंशदान के आधार पर कार्य करेगी। राष्ट्रीय पेंशन प्रणाली के लिए अभिदाता प्रतिमास अपनी परिलब्धियों का दस प्रतिशत या समय-समय पर यथा अधिसूचित ऐसे अन्य प्रतिशत का अंशदान करेगा। देय अंशदान की राशि को रुपये के अगले उच्च मूल्य तक पूर्णांकित किया जाएगा।

(2) निलंबन की अवधि के दौरान, अभिदाता द्वारा उसके विकल्प, पर अंशदान किया जा सकेगा:

परंतु जहां, जाँच के निष्कर्ष पर सरकार द्वारा पारित अंतिम आदेशों में, निलंबन के अधीन व्यतीत की गई अवधि को झूटी के रूप में या अवकाश पर, जिसके लिए छुट्टी वेतन देय है, माना गया, राष्ट्रीय पेंशन प्रणाली में अंशदान का निर्धारण उन परिलब्धियों पर आधारित होगा जिनके लिए निलंबन की अवधि के लिए अभिदाता हकदार हो जाता है। अंशदान की जमा की जाने वाली राशि और निलंबन की अवधि के दौरान पहले से जमा की गई राशि के अंतर को ब्याज सहित अभिदाता के व्यक्तिगत पेंशन खाते में जमा किया जा सकेगा। इस प्रयोजनार्थ ब्याज की दर लोक भविष्य निधि निक्षेपों के लिए समय-समय पर सरकार द्वारा यथानिर्णीत ब्याज की दर होगी।

(3) झूटी से अनुपस्थिति (छुट्टी पर या अन्यथा) की अवधि के दौरान, जिसके लिए कोई वेतन या छुट्टी वेतन देय नहीं है, अभिदाता द्वारा कोई अंशदान नहीं किया जा सकेगा।

(4) केन्द्रीय सरकार या राज्य सरकार के अधीन किसी विभाग या संगठन में प्रतिनियुक्ति पर स्थानांतरण की अवधि के दौरान, अभिदाता इन नियमों के अध्यक्षीन उसी प्रकार होगा, जिस प्रकार वह स्थानांतरित या प्रतिनियुक्ति न होने पर होता और नियम 5 के उप-नियम (5) के अनुसार परिकल्पित परिलब्धियों के आधार पर राष्ट्रीय पेंशन प्रणाली के लिए अंशदान करना जारी रखेगा।

(5) पूर्वव्यापी वृद्धि के कारण अभिदाता द्वारा अभिप्रास वेतन के किसी भी बकायों के संबंध में किया गया अंशदान उस मास के अंशदान के रूप में माना जाएगा जिसमें उसका भुगतान किया जाता है।

(6) परिवीक्षाधीन अवधि के दौरान अभिदाता राष्ट्रीय पेंशन प्रणाली में अपना अंशदान जारी रखेगा।

(7) संयुक्त राष्ट्र सचिवालय या अन्य संयुक्त राष्ट्र निकाय, अंतर्राष्ट्रीय मुद्रा कोष, अंतर्राष्ट्रीय पुनर्निर्माण और विकास बैंक, या एशियाई विकास बैंक या राष्ट्रमंडल सचिवालय या किसी अन्य अंतर्राष्ट्रीय संगठन में प्रतिनियुक्ति सहित भारत में या भारत के बाहर विदेश सेवा के दौरान व्यक्तिगत पेंशन खाते में अंशदान की कटौती और जमा को कार्मिक और प्रशिक्षण विभाग द्वारा समय-समय पर जारी निदेशों और प्राधिकरण द्वारा अधिकथित प्रक्रिया के अनुसार विनियमित किया जा सकेगा।

(8) आहरण और संवितरण अधिकारी सरकारी कर्मचारी के वेतन से अंशदान की कटौती करेगा और बिल को प्रत्येक अभिदाता के संबंध में अंशदान कटौती के व्यौरों सहित यथास्थिति, वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को प्रत्येक मास के बीसवें दिन पर या उससे पूर्व भेजेगा।

(9) कोई अभिदाता अपने विकल्प पर, प्राधिकरण और सरकार द्वारा अधिकथित प्रक्रिया के अनुसार उप-नियम (1) में विनिर्दिष्ट अंशदान से अधिक अंशदान कर सकेगा।

(10) (i) वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी, यथास्थिति, आहरण और संवितरण अधिकारी द्वारा वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को उप-नियम (8) के अधीन प्रत्येक अभिदाता के संबंध में भेजे गए अंशदान के व्यौरों के आधार पर अभिदाता अंशदान फाइल तैयार और अपलोड करेगा तथा प्रत्येक मास के पच्चीसवें दिन तक अंतरण आईडी सृजित करेगा।

(ii) यथास्थिति, वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी, न्यासी बैंक को प्रत्यायित बैंक के माध्यम से प्रत्येक मास के अंतिम कार्य

दिवस तक अंशदान प्रेषित करेगा:

परंतु यह कि मार्च के महीने के लिए अंशदान वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी द्वारा न्यासी बैंक को प्रत्यायित बैंक के माध्यम से अप्रैल मास के प्रथम कार्य दिवस को प्रेषित किया जा सकेगा।

(iii) अभिदाता के व्यक्तिगत पेंशन खाते में विहित समयावधि के पश्चात अंशदान जमा करने में विलंब होने की दशा में, जिसमें अभिदाता की गलती न हो, नियम 8 के अनुसार यथावधारित, अभिदाता के व्यक्तिगत पेंशन खाते में विलंबित अवधि के लिए ब्याज सहित राशि जमा की जा सकेगी।

7. सरकार द्वारा अंशदान - (1) सरकार प्रत्येक मास अभिदाता के व्यक्तिगत पेंशन खाते में सरकारी कर्मचारी की परिलब्धियों का चौदह प्रतिशत या समय-समय पर अधिसूचित ऐसे अन्य प्रतिशत का अंशदान करेगी। अंशदान की देय राशि को रुपये के अगले उच्च मूल्य में पूर्णांकित किया जाएगा:

परंतु उन मामलों में जहां अभिदाता को चिकित्सीय आधार पर या नागरिक उपद्रव के कारण कार्यग्रहण करने या पुनः कार्यग्रहण करने में असमर्थता के कारण; या अपने आधिकारिक कर्तव्य के निर्वहन में उपयोगी समझे जाने वाले उच्च अध्ययन को करने के लिए छुट्टी दी जाती है,

और ऐसे अवकाश के दौरान, अवकाश वेतन देय नहीं है या ऐसी दर पर देय है जो पूर्ण वेतन से कम है, तो सरकार नोशनल परिलब्धि जिसमें नियम 5 में निर्दिष्ट छुट्टी वेतन और महंगाई भत्ता, गैर अभ्यास भत्ता सम्मिलित है, का चौदह प्रतिशत या समय-समय पर अधिसूचित ऐसे अन्य प्रतिशत की राशि हर महीने अभिदाता के व्यक्तिगत पेंशन खाते में अंशदान करेगी।

(2) उप-नियम (1) के परंतुक के अध्वधीन, सरकार द्वारा उस अवधि के लिए कोई अंशदान नहीं किया जाएगा जिसके दौरान अभिदाता को इन नियमों के अनुसार अंशदान करने की आवश्यकता नहीं है।

(3) अभिदाता के निलंबन के अधीन होने की दशा में, सरकार द्वारा ऐसे निलंबन की अवधि के दौरान अभिदाता को दिए जाने वाले निर्वहन भत्ते को ध्यान में रखते हुए अवधारित की गई परिलब्धियों के आधार पर अंशदान किया जा सकेगा:

परंतु निलंबन की अवधि के दौरान सरकार द्वारा कोई अंशदान नहीं किया जाएगा जहां अभिदाता ने निलंबन की कथित अवधि के दौरान अपने अंशदान का भुगतान नहीं करने का विकल्प चुना था,:

परंतु यह और कि, जहां जाँच के निष्कर्ष पर सरकार द्वारा पारित अंतिम आदेशों में निलंबन के दौरान अवधि को ज्यूटी के रूप में या अवकाश माना जाता है, जिसके लिए छुट्टी वेतन देय है, राष्ट्रीय पेंशन प्रणाली के लिए सरकार द्वारा अंशदान का निर्धारण उन परिलब्धियों के आधार पर किया जाएगा जिसके लिए अभिदाता निलंबन की अवधि के लिए हकदार हो जाता है। सरकार द्वारा जमा की जाने वाले अंशदान की राशि और निलंबन की अवधि के दौरान पहले से जमा की गई अंशदान की राशि के अंतर को ब्याज सहित अभिदाता के व्यक्तिगत पेंशन खाते में जमा किया जाएगा। इस प्रयोजनार्थ ब्याज की दर सामान्य भविष्य निधि निक्षेपों के लिए समय-समय पर सरकार द्वारा यथानिर्णित ब्याज की दर होगी।

(4) संयुक्त राष्ट्र सचिवालय या अन्य संयुक्त राष्ट्र निकाय, अंतर्राष्ट्रीय मुद्रा कोष, अंतर्राष्ट्रीय पुनर्निर्माण और विकास बैंक, या एशियाई विकास बैंक या राष्ट्रमंडल सचिवालय या कोई अन्य अंतर्राष्ट्रीय संगठन में प्रतिनियुक्ति सहित भारत में या भारत के बाहर विदेश सेवा के दौरान व्यक्तिगत पेंशन खाते में सरकार द्वारा अंशदान को कार्मिक और प्रशिक्षण विभाग द्वारा समय-समय पर जारी आदेशों और प्राधिकरण द्वारा अधिकथित प्रक्रिया के अनुसार विनियमित किया जाएगा।

(5) देय अंशदान की राशि को रुपये के अगले उच्चतर मूल्य में पूर्णांकित किया जाएगा।

(6) अभिदाता द्वारा अंशदान की राशि के प्रेषण के मामले में समयसीमा के लिए यथालागू उपबंध सरकार द्वारा अंशदान के प्रेषण के मामले में भी लागू होंगे। अभिदाता के व्यक्तिगत पेंशन खाते में विहित समयावधि के पश्चात अंशदान जमा करने में विलंब होने की दशा

में, जिसमें अभिदाता की गलती न हो, नियम 8 के अनुसार यथावधारित, अभिदाता के व्यक्तिगत पेंशन खाते में विलंबित अवधि के लिए ब्याज सहित राशि जमा की जा सकेगी।

8. अंशदान के विलंब से जमा होने पर ब्याज- (1) विलंब होने की दशा में, अभिदाता के जिम्मेदार न होने के मामले में,

(i) नियम 4 में विहित समय सीमा के पश्चात राष्ट्रीय पेंशन प्रणाली में अभिदाता के

रजिस्ट्रीकरण में विलंब होने के कारण मासिक अंशदान का प्रारम्भ होना; या

(ii) नियम 6 में विहित समय सीमा के पश्चात अभिदाता के वेतन से मासिक अंशदान की कटौती या उसके व्यक्तिगत पेंशन खाते में जमा करना; या

(iii) नियम 7 में विहित समय सीमा के पश्चात अभिदाता के व्यक्तिगत पेंशन खाते में सरकार द्वारा मासिक अंशदान को जमा करना,

विलंबित अवधि के लिए अंशदान की राशि ब्याज सहित अभिदाता के व्यक्तिगत पेंशन खाते में जमा की जाएगी। कर्मचारी के व्यक्तिगत पेंशन खाते में अंशदान की राशि जमा करने के तीस दिन की अवधि के भीतर ब्याज जमा किया जा सकेगा। इस प्रयोजनार्थ ब्याज की दर लोक भविष्य निधि निक्षेपों के लिए सरकार द्वारा समय-समय पर यथाविनिश्चित ब्याज की दर होगी:

परंतु यह कि 1 जनवरी, 2004 से 31 दिसंबर, 2012 की अवधि के लिए लागू ब्याज दर, वित्तीय सेवा विभाग के तारीख 31 जनवरी की अधिसूचना फा. सं.1/3/2016-पीआर और वय्य विभाग के तारीख 12 अप्रैल, 2019 के कार्यालय ज्ञापन सं.1(21)/ईवी/2018 द्वारा यथाअधिसूचित होगी।

(2) (i) राष्ट्रीय पेंशन प्रणाली में अभिदाता के रजिस्ट्रीकरण या नियम 4 के अधीन अंशदान शुरू होने या नियम 6 के अधीन अभिदाता के मासिक अंशदान में कटौती या जमा होने या नियम 7 के अधीन सरकार द्वारा अभिदाता के व्यक्तिगत पेंशन खाते में मासिक अंशदान जमा करने में विलंब होने के प्रत्येक मामले में जिम्मेदारी के निपटान के लिए विभागाध्यक्ष या मुख्य लेखा नियंत्रक द्वारा जांच की जाएगी;

(ii) यदि विभागाध्यक्ष या मुख्य लेखा नियंत्रक का यह समाधान हो जाता है कि प्रशासनिक चूक के कारण विलंब हुआ है, तो ब्याज के भुगतान के कारण सरकार को

हुए आर्थिक नुकसान की राशि का भुगतान करने के लिए अपचारी अधिकारी या अधिकारिण दायी होंगे;

(iii) अपचारी अधिकारी या अधिकारियों की जिम्मेदारी और देयता की राशि उसी तरह से अवधारित की जाएगी जिस प्रकार आय-कर अधिनियम, 1961 की धारा 201 (झ क) के अधीन स्रोत पर कर कटौती के लिए विलंबित कटौती या प्रेषण के मामले में की जाती है। यह इस संबंध में प्रशासनिक चूक के लिए जिम्मेदार अधिकारी या अधिकारियों के खिलाफ अनुशासनात्मक प्राधिकारी द्वारा प्रस्तावित किसी भी अनुशासनात्मक कार्रवाई पर बिना कोई प्रतिकूल प्रभाव डाले होगा।

9. संचित पेंशन कॉर्पस का निवेश- किसी अभिदाता के संबंध में संचित पेंशन कॉर्पस को, ऐसे पेंशन निधि या निधियों द्वारा और ऐसी रीति से निवेश किया जा सकेगा जो प्राधिकरण द्वारा अधिसूचित किया जाए।

10. सेवा के दौरान अभिदाता की मृत्यु या अशक्तता या निःशक्तता होने पर हितलाभ प्राप्त करने का विकल्प - (1) राष्ट्रीय पेंशन प्रणाली के अधीन कवर किया गया प्रत्येक सरकारी कर्मचारी सरकारी सेवा में कार्यग्रहण करने के समय उसकी मृत्यु या निःशक्तता के आधार पर सेवामुक्ति या अशक्तता होने पर सेवानिवृत्ति होने की दशा में राष्ट्रीय पेंशन प्रणाली या केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अधीन हितलाभ पाने के लिए प्ररूप 1 में विकल्प का प्रयोग करेगा। ऐसे सरकारी कर्मचारी जो पहले से ही सरकारी सेवा में हैं और राष्ट्रीय पेंशन प्रणाली के अधीन आते हैं, वे भी इन नियमों के अधिसूचित किए जाने के पश्चात यथाशीघ्र ऐसे विकल्प का प्रयोग करेंगे।

(2) विकल्प कार्यालयाध्यक्ष को प्रस्तुत किया जा सकेगा जो उसमें प्रस्तुत सभी तथ्यों को सत्यापित करने के पश्चात उसे स्वीकृत करेगा और इसे कर्मचारी की सेवा पुस्तिका में रखेगा। कार्यालयाध्यक्ष द्वारा विकल्प की प्रतिलिपि केंद्रीय अभिलेख अभिरक्षण अभिकरण को, आहरण और संवितरण अधिकारी तथा वेतन और लेखा अधिकारी के माध्यम से उनके अभिलेख के लिए अग्रेषित की जाएगी। वेतन और लेखा अधिकारी सरकारी कर्मचारी द्वारा प्रयोग किए गए विकल्प के बारे में व्यौरों को उपदर्शित करते हुए ऑनलाइन प्रणाली में उपयुक्त प्रविष्टि भी करेंगे।

(3)(क) (i) प्रत्येक सरकारी कर्मचारी प्ररूप 1 में विकल्प सहित प्ररूप 2 में कुटुंब के व्यौरों को भी कार्यालयाध्यक्ष को प्रस्तुत करेगा;

(ii) यदि सरकारी कर्मचारी का कोई कुटुंब नहीं है, तो उसे कुटुंब का अभिग्रहण करते ही प्ररूप 2 में ब्यौरे प्रस्तुत करने होंगे।

(ख) सरकारी कर्मचारी अपने बच्चे के विवाह के तथ्य सहित कुटुंब के सदस्यों की संख्या में कोई उत्तरवर्ती परिवर्तन होने पर कार्यालयाध्यक्ष को संसूचित करेगा।

(ग) केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 के नियम 54 के उप-नियम (6) के परंतुक में निर्दिष्ट निःशक्तता जब भी किसी बालक में होती है जिसके कारण वह अपनी जीविका अर्जित करने में असमर्थ है, तो इस तथ्य को सिविल सर्जन के पद के समतुल्य चिकित्सा अधिकारी द्वारा दिए गए चिकित्सा प्रमाणपत्र के साथ कार्यालयाध्यक्ष को संसूचित करना होगा। इसे कार्यालयाध्यक्ष द्वारा प्ररूप 2 में इंगित किया जाएगा। जब भी कुटुंब पेंशन के लिए दावा किया जाता है, तो बालक का विधिक संरक्षक सिविल सर्जन के पद के समतुल्य चिकित्सा अधिकारी द्वारा दिए गए नये चिकित्सा प्रमाणपत्र सहित आवेदन कर सकेगा कि बालक अभी भी निःशक्तता से ग्रस्त है।

(घ) (i) कार्यालयाध्यक्ष को प्ररूप 2 की अभिप्राप्ति पर, प्ररूप 2 की अभिप्राप्ति अभिस्वीकृत करेगा और इस संबंध में सरकारी कर्मचारी से प्राप्त सभी भावी पत्रों को इसकी अभिप्राप्ति की तारीख का उल्लेख करते हुए हस्ताक्षर करेगा और इसे संबंधित सरकारी कर्मचारी की सेवा पुस्तिका पर चिपकाने की व्यवस्था करेगा।

(ii) कुटुंब के आकार में हुए किसी भी परिवर्तन के बारे में सरकारी कर्मचारी से पत्र

प्राप्त होने पर कार्यालयाध्यक्ष ऐसे परिवर्तन को प्ररूप 2 में सम्मिलित करेगा।

(4) (i) उप-नियम(1) के अधीन प्रयोग किया गया विकल्प, अभिदाता द्वारा सेवानिवृत्ति से पूर्व नया विकल्प दे कर कार्यालयाध्यक्ष को अपने संशोधित विकल्प की संसूचना देते हुए किसी भी समय संशोधित किया जा सकेगा। संशोधित विकल्प की अभिप्राप्ति पर, कार्यालयाध्यक्ष तथा वेतन और लेखा अधिकारी उप-नियम (2) में उल्लिखित आगे की कार्यवाही करेंगे;

(ii) अशक्तता या निःशक्तता होने पर सेवामुक्त किए गए किसी अभिदाता को ऐसी सेवामुक्ति के समय नया विकल्प प्रस्तुत करने का अवसर दिया जाएगा;

(iii) जहां ऐसा अभिदाता नए विकल्प का प्रयोग नहीं करता है या सेवामुक्ति के समय नए विकल्प का प्रयोग करने की स्थिति में नहीं है, तो अभिदाता द्वारा पूर्वतः प्रयोग किया गया विकल्प सक्रिय हो जाएगा;

(iv) जहां अभिदाता द्वारा किसी विकल्प का चयन नहीं किया गया था और अभिदाता सेवामुक्ति के समय किसी विकल्प का उपयोग करने की स्थिति में नहीं है, तो उसके मामले को उप-नियम (6) के अनुसार विनियमित किया जाएगा।

(5) सेवा में रहते हुए किसी अभिदाता की मृत्यु होने की दशा में, मृतक अभिदाता द्वारा अपनी मृत्यु से पूर्व प्रयोग किए गए अंतिम विकल्प को निर्णायक माना जाएगा और परिवार के पास विकल्प को संशोधित करने का कोई अधिकार नहीं होगा।

(6) (i) जहां अभिदाता ने उप-नियम (1) के अधीन विकल्प का प्रयोग नहीं किया था और पंद्रह वर्ष की सेवा पूर्ण होने से पूर्व या इन नियमों के अधिसूचित किए जाने के तीन वर्ष के भीतर दिवंगत हो जाता है, तो यथास्थिति, केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा (असाधारण पेंशन) नियम, 1939 के उपबंधों के अनुसार, उसके कुटुंब को डिफॉल्ट विकल्प के रूप में कुटुंब पेंशन दी जाएगी;

(ii) जहां कोई अभिदाता उप-नियम (1) के अधीन विकल्प का प्रयोग किए बिना पंद्रह वर्ष की सेवा पूर्ण होने से पूर्व या इन नियमों के अधिसूचित किए जाने के तीन वर्ष के भीतर अशक्तता या निःशक्तता होने पर सरकारी सेवा से सेवामुक्त किया जाता है, और सेवामुक्ति के समय विकल्प का प्रयोग करने की स्थिति में भी नहीं है, तो उसे यथास्थिति, केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा (असाधारण पेंशन) नियम, 1939 के उपबंधों के अनुसार, डिफॉल्ट विकल्प के रूप में अशक्तता पेंशन या निःशक्तता पेंशन दी जाएगी;

(iii) अन्य सभी मामलों में, जहां अभिदाता द्वारा किसी विकल्प का प्रयोग नहीं किया गया था, सेवा से सेवामुक्ति पर अभिदाता का दावा और अभिदाता की मृत्यु पर

कुटुंब का दावा पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली

के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसार डिफॉल्ट विकल्प के

रूप में विनियमित किया जाएगा।

(7) ऐसे मामलों में, जहां मृतक अभिदाता केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 के अधीन या केंद्रीय सिविल सेवा (असाधारण पेंशन) नियम, 1939 के अधीन हितलाभों के लिए उप-नियम (1) के अनुसार उपयोग किया गया विकल्प या उप-नियम (6) के अनुसार डिफॉल्ट विकल्प केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा (असाधारण पेंशन) नियम, 1939 के अधीन कुटुंब पेंशन देने के लिए परिवार के किसी पात्र सदस्य की अनुपलब्धता के कारण निष्फल हो जाता है, तो ऐसे विकल्प को अमान्य माना जाएगा और निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसार राष्ट्रीय पेंशन प्रणाली के अधीन स्वीकार्य हितलाभों को कर्मचारी के विधिक उत्तराधिकारी/उत्तराधिकारियों को दिया जाएगा।

11. अधिवर्षिता पर सेवानिवृत्ति - ऐसा अभिदाता, जो अधिवर्षिता की आयु प्राप्त होने पर सेवानिवृत्त होता है या, यदि किसी अभिदाता की सेवा को अधिवर्षिता की अवधि से आगे विस्तारित किया गया है, तो अधिवर्षिता की आयु के पश्चात सेवा की ऐसी विस्तारित अवधि की समाप्ति पर, वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अंतर्गत अधिवर्षिता पर सेवानिवृत्त होने वाले अभिदाता को यथास्वीकार्य हितलाभों, का हकदार होगा।

12. बीस वर्ष की नियमित सेवा पूर्ण करने पर सेवानिवृत्ति - (1) किसी अभिदाता द्वारा बीस वर्ष की नियमित सेवा पूर्ण करने के पश्चात किसी भी समय, वह नियुक्ति प्राधिकारी को लिखित में तीन मास से अन्यून का सूचना देकर सेवा से सेवानिवृत्त हो सकता है:

परंतु यह नियम वैज्ञानिक या तकनीकी विशेषज्ञ सहित ऐसे अभिदाता को लागू नहीं होगा, जो हैं, -

(i) विदेश मंत्रालय के भारतीय तकनीकी और आर्थिक सहयोग (आईटीईसी) कार्यक्रम

और अन्य सहायता कार्यक्रमों के अधीन सौंपे गये कार्य पर;

(ii) मंत्रालयों या विभागों के विदेश में स्थित कार्यालयों में तैनाती;

(iii) किसी विदेशी सरकार में एक विनिर्दिष्ट संविदा पर सौंपे गये कार्य पर,

जब तक कि भारत में स्थानांतरित होने के पश्चात, उसने भारत में पद पर कार्यभार

पुनर्ग्रहण न किया हो और एक वर्ष से अन्यून अवधि के लिए सेवा न की हो।

स्पष्टीकरण - इस नियम के प्रयोजनों के लिए, -

(क) "नियमित सेवा" से केंद्रीय सरकार में नियमित आधार पर किसी पद पर कार्यग्रहण करने की तारीख से शुरू होने वाली सेवा अर्थ होगा, चाहे वह सीधी भर्ती या आमेलन या पुनर्नियोजन के आधार पर हो और इसमें उचित अनुमति के साथ, वर्तमान सेवा में कार्यग्रहण करने से पूर्व, उसी में या किसी अन्य केंद्रीय सरकार के विभाग, राज्य सरकार या किसी स्वायत्त या कानूनी निकाय में दी गई पिछली नियमित सेवा सम्मिलित होगी, यदि सरकार द्वारा समय समय पर जारी किए गए आदेशों के अनुसार उपदान के प्रयोजन के लिए ऐसी पिछली सेवा को अर्हक सेवा के रूप में गिने जाने की अनुज्ञा है।

(ख) सक्षम प्राधिकारी द्वारा सम्यक रूप से अनुमोदित सभी प्रकार के अवकाश (अध्ययन अवकाश और असाधारण अवकाश सहित), प्रतिनियुक्ति या विदेश सेवा में व्यतीत की गई अवधि को इस नियम के प्रयोजन के लिए नियमित सेवा माना जाएगा।

(ग) उसी या केंद्रीय सरकार के किसी अन्य विभाग, राज्य सरकार या स्वायत्त या कानूनी निकाय में नियमित आधार पर नियुक्ति से पूर्व अनियत, तदर्थ या संविदा के आधार पर प्रदान की गई सेवा को इस नियम के प्रयोजन के लिए नियमित सेवा नहीं माना जाएगा।

(2) उप-नियम (1) के अधीन दिए गए स्वैच्छिक सेवानिवृत्ति के नोटिस को नियुक्ति प्राधिकारी की स्वीकृति की अपेक्षा होगी:

परंतु जहां नियुक्ति प्राधिकारी कथित नोटिस में विनिर्दिष्ट अवधि की समाप्ति से पूर्व सेवानिवृत्ति की अनुज्ञा प्रदान करने से इनकार नहीं करता है, सेवानिवृत्ति कथित अवधि की समाप्ति की तारीख से प्रभावी हो जाएगी।

(3) (क) उप-नियम (1) में निर्दिष्ट अभिदाता नियुक्ति प्राधिकारी को लिखित में कारण देते हुए स्वैच्छिक सेवानिवृत्ति के तीन मास के कम के नोटिस को स्वीकार करने के लिए

अनुरोध कर सकेंगे।

(ख) उप-नियम (2) के अधीन खंड (क) के तहत अनुरोध की अभिप्राप्ति होने पर नियुक्ति प्राधिकारी, योग्यता के आधार पर तीन मास के नोटिस की अवधि कम करने

के ऐसे अनुरोध पर विचार कर सकेगा और यदि उसका समाधान हो जाता है कि नोटिस की अवधि के घटने से कोई प्रशासनिक असुविधा नहीं होगी, नियुक्ति प्राधिकारी तीन मास का नोटिस की अपेक्षा को शिथिल कर सकता है।

(4) अभिदाता, जो इस नियम के अधीन सेवानिवृत्त होने का चुनाव करता है और जिसने नियुक्ति प्राधिकारी को इस आशय के लिए आवश्यक नोटिस दिया है, को ऐसे प्राधिकारी के विशिष्ट अनुमोदन के अतिरिक्त, अपने नोटिस को वापस लेने से रोक दिया जाएगा:

परंतु वापसी के लिए अनुरोध उनकी सेवानिवृत्ति की आशयित तारीख से कम से कम पंद्रह दिन पूर्व किया गया हो।

(5) ये नियम उस अभिदाता पर लागू नहीं होगा, जो -

(क) कार्मिक और प्रशिक्षण विभाग के अधिशेष कर्मचारियों की स्वैच्छिक सेवानिवृत्ति से संबंधित तारीख 28 फरवरी, 2002 के कार्यालय ज्ञापन संख्या 25013/6/2001-स्था(ए) द्वारा अधिसूचित, समय समय पर यथासंशोधित, विशेष स्वैच्छिक सेवानिवृत्ति योजना के अंतर्गत सेवानिवृत्त होता है या

(ख) स्वायत्त निकाय या पब्लिक सेक्टर के उपक्रम में आमेलित होने के लिए सरकारी सेवा से सेवानिवृत्त होता है।

स्पष्टीकरण - इस नियम के प्रयोजनार्थ, "नियुक्ति प्राधिकारी" से प्राधिकारी अभिप्रेत है जो उस सेवा या पद पर नियुक्तियां करने के लिए सक्षम है, जिससे अभिदाता स्वैच्छिक सेवानिवृत्ति चाहता है।

(6) अभिदाता, सेवा से स्वैच्छिक सेवानिवृत्ति पर, पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत विकास और प्रत्याहरण) विनियम, 2015 के अंतर्गत अधिवर्षिता पर सेवानिवृत्त होने वाले अभिदाता को स्वीकार्य हितलाभों का हकदार होगा।

(7) यदि अभिदाता सेवानिवृत्ति की तारीख के पश्चात राष्ट्रीय पेंशन प्रणाली के अंतर्गत अपने व्यक्तिगत पेंशन खाते को जारी रखने या हितलाभों के भुगतान को आस्थगित करने का इच्छुक है, तो वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत विकास और प्रत्याहरण) विनियम, 2015 के अनुसार इस संबंध में एक विकल्प का प्रयोग करेगा।

13. मूल नियमों के नियम 56 या विशेष स्वैच्छिक सेवानिवृत्ति स्कीम के अधीन सेवानिवृत्ति पर हितलाभ- (1) ऐसा अभिदाता, -

(i) जो मूल नियम, 1922 के नियम 56 के अनुसार अनिवार्य सेवानिवृत्ति की आयु से पूर्व सेवानिवृत्त हो रहा है या सेवानिवृत्त है; या

(ii) जो अपने सेवारत प्रतिष्ठान के लिए अधिशेष घोषित किए जाने पर, कार्मिक और प्रशिक्षण विभाग के तारीख 28 फरवरी, 2002 के कार्यालय ज्ञापन सं. 25013/6/2001-स्था(ए) के अंतर्गत यथाअधिसूचित, समय समय पर यथासंशोधित विशेष स्वैच्छिक सेवानिवृत्ति योजना का चयन करता है,

पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत विकास और प्रत्याहरण) विनियम, 2015 के अधीन अधिवर्षिता पर सेवानिवृत्त होने वाले अभिदाता के लिए यथास्वीकार्य हितलाभों का हकदार होगा,

परंतु कोई अभिदाता जो उस संस्थान के लिए अधिशेष घोषित किए जाने पर जिसमें वह सेवारत है, कार्मिक और प्रशिक्षण विभाग की विशेष स्वैच्छिक सेवानिवृत्ति स्कीम का चयन करता है, पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत विकास और प्रत्याहरण) विनियम, 2015 के अंतर्गत स्वीकार्य हितलाभ के अतिरिक्त इस स्कीम के अधीन स्वीकार्य अनुग्रह राशि का भी हकदार होगा।

(2) यदि अभिदाता सेवानिवृत्ति की तारीख के पश्चात राष्ट्रीय पेंशन प्रणाली के अधीन अपने व्यक्तिगत पेंशन खाते को जारी रखने या हितलाभों के भुगतान को आस्थगित करने का इच्छुक है, तो वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन विकास और प्रत्याहरण) विनियम, 2015 के अनुसार इस संबंध में विकल्प का प्रयोग कर सकेगा।

14. सरकारी सेवा से त्यागपत्र - (1) सरकारी सेवा या पद से त्यागपत्र देने पर, जब तक कि इसे नियुक्ति प्राधिकारी द्वारा जनहित में वापस लेने की अनुमति न हो, राष्ट्रीय पेंशन प्रणाली से अधिवर्षिता पूर्व अभिदाता की निकासी के मामले में यथास्वीकार्य, प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसार अभिदाता की संचित पेंशन कॉर्पस में से एकमुश्त और वार्षिकी का भुगतान किया जाएगा,

परंतु एकमुश्त निकासी और वार्षिकी का ऐसा संदाय पर उस तारीख जिससे त्यागपत्र प्रभावी होता है और अभिदाता अपने कर्तव्य से मुक्त हो जाता है, से 90 दिन की अवधि समाप्त होने से पूर्व नहीं किया जा सकेगा,;

परंतु यह और कि यदि अभिदाता की मृत्यु उस तारीख से नब्बे दिनों की अवधि समाप्त होने से पूर्व हो जाती है, जिस दिन से त्यागपत्र प्रभावी हो जाता है, तो भुगतान उस व्यक्ति को किया जाएगा जो प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसार राष्ट्रीय पेंशन प्रणाली से अभिदाता अधिवर्षिता पूर्व निकासी के मामले में यथास्वीकार्य ऐसा भुगतान प्राप्त करने के योग्य हो:

परंतु यह भी कि प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसार अभिदाता अपने विकल्प पर गैर-सरकारी सदस्य के रूप में उसी स्थायी सेवानिवृत्ति खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रख सकेगा।

(2) जहां उचित अनुज्ञा के साथ, केंद्रीय सरकार या राज्य सरकार के उसी विभाग या किसी अन्य विभाग में अस्थायी या स्थायी नियुक्ति ग्रहण करने के लिए त्यागपत्र प्रस्तुत किया गया है और ऐसे विभाग के कर्मचारी राष्ट्रीय पेंशन प्रणाली के अंतर्गत आएंगे, अभिदाता नई नियुक्ति लेने पर उसी स्थायी पेंशन खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली की सदस्यता जारी रख सकेगा और उसे सरकारी सेवा में पहली बार नियुक्त किए गए पद पर उसके कार्यग्रहण करने की तारीख से राष्ट्रीय पेंशन प्रणाली का सदस्य माना जाएगा।

परंतु जहां ऐसे विभाग या राज्य सरकार के कर्मचारी राष्ट्रीय पेंशन प्रणाली द्वारा सम्मिलित नहीं किए गए हैं, अभिदाता पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसार राष्ट्रीय पेंशन प्रणाली के अधीन अधिवर्षिता पर अभिदाता के निकासी के मामले में यथास्वीकार्य हितलाभ को प्राप्त करने का पात्र होगा।

परंतु यह भी कि जहां ऐसे विभाग या राज्य सरकार के कर्मचारी राष्ट्रीय पेंशन प्रणाली के अंतर्गत नहीं आते हैं, वहां ऐसा अभिदाता, अपने विकल्प पर, इस संबंध में प्राधिकरण द्वारा अधिसूचित नियमों के अनुसार गैर-सरकारी अभिदाता के रूप में उसी स्थायी पेंशन खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रख सकेगा।

(3) नियुक्ति प्राधिकारी किसी व्यक्ति को निम्नलिखित शर्तों पर जनहित में अपना त्यागपत्र वापस लेने की अनुज्ञा दे सकेगा, अर्थात: -

(क) संबंधित व्यक्ति अपने त्यागपत्र की स्वीकृति के समय एक अस्थायी सरकारी कर्मचारी नहीं था;

(ख) त्यागपत्र को सरकारी कर्मचारी द्वारा कुछ आवश्यक कारणों से दिया गया था, जिसमें उसकी ईमानदारी, दक्षता, या आचरण पर कोई प्रतिबिंब अंतर्वलित नहीं था और उन परिस्थितियों में परिवर्तन के परिणामस्वरूप त्यागपत्र को वापस लेने का अनुरोध किया गया है, जिसके कारण वह मूल रूप से त्यागपत्र देने के लिए बाध्य हुआ था;

(ग) जिस तारीख को त्यागपत्र प्रभावी हुआ था और जिस तारीख को त्यागपत्र वापस लेने के लिए अनुरोध किया गया था, की मध्यवर्ती अवधि के दौरान संबंधित व्यक्ति का आचरण किसी भी तरह से अनुचित नहीं था;

(घ) जिस तारीख को त्यागपत्र प्रभावी हुआ था और जिस तारीख को व्यक्ति को त्यागपत्र वापस लेने की अनुज्ञा मिलने के परिणामस्वरूप फिर से कार्यग्रहण करने की अनुज्ञा दी गई, के बीच ड्यूटी से अनुपस्थिति की अवधि 90 दिन से अधिक नहीं है;

(ङ) वह पद, जो उसके त्यागपत्र की स्वीकृति पर सरकारी सेवक द्वारा खाली किया गया था या कोई अन्य समतुल्य पद उपलब्ध है।

(4) त्यागपत्र को वापस लेने का अनुरोध नियुक्ति प्राधिकारी द्वारा स्वीकार नहीं किया जा सकेगा, जहां एक सरकारी कर्मचारी किसी प्राइवेट वाणिज्यिक कंपनी या निगम या सरकार के पूर्णतः या आंशिक स्वामित्व वाली या नियंत्रित कंपनी या सरकार द्वारा नियंत्रित कंपनी या वित्तपोषित निकाय के अंतर्गत नियुक्ति लेने के लिए सेवा या पद से त्यागपत्र देता है

(5) जब नियुक्ति प्राधिकारी द्वारा किसी व्यक्ति को अपना त्यागपत्र वापस लेने और कार्यग्रहण करने की अनुज्ञा देने के लिए आदेश पारित किया जाता है, तो उस आदेश में सेवा में व्यवधान के लिए माफी दी गई, समझा जाएगा।

15. किसी निगम, कंपनी या निकाय में या उसके अधीन आमेलेन पर फायदे - (1) किसी अभिदाता को केंद्रीय सरकार या राज्य सरकार के पूर्णतः या आंशिक स्वामित्व या नियंत्रित निगम या कंपनी या केंद्रीय सरकार या राज्य सरकार द्वारा नियंत्रित या वित्तपोषित किसी निकाय में या उसके अधीन किसी सेवा या पद में आमेलित होने के लिए अनुज्ञा प्रदान की गई है, तो उसे ऐसे आमेलन की तारीख से सेवा से सेवानिवृत्त माना जाएगा और पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसार राष्ट्रीय पेंशन प्रणाली के अधीन अधिवर्षिता पर अभिदाता की निकासी के मामले में यथास्वीकार्य हितलाभ प्राप्त करने का पात्र होगा।

परंतु यदि नए संगठन में समान प्रणाली विद्यमान है, तो अभिदाता नए संगठन में उसी स्थायी सेवानिवृत्ति खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रखेगा, और उस स्थिति में ऐसे आमेलन के समय उसे राष्ट्रीय पेंशन प्रणाली के अधीन कोई हितलाभ प्राप्त नहीं होगा किंतु नए निकाय या संगठन आदि जहां अभिदाता को आमेलित किया गया है से निकासी के पश्चात हितलाभ प्राप्त होंगे:

परंतु यह और कि जहां ऐसे स्वायत्त या सांविधिक निकाय या पब्लिक सेक्टर के उपक्रम के कर्मचारी राष्ट्रीय पेंशन प्रणाली के तहत आच्छादित नहीं किए गए हैं, ऐसा अभिदाता, अपने विकल्प पर, प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसार गैर-सरकारी अभिदाता के रूप में उसी स्थायी सेवानिवृत्ति खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रख सकेगा।

(2) उप-नियम (1) के अधीन उपबंध उन अभिदाताओं पर भी लागू होंगे, जो सरकारी विभाग जिसमें वे कार्यरत थे, के केंद्रीय सरकार द्वारा नियंत्रित या वित्तपोषित पब्लिक सेक्टर के उपक्रम या स्वायत्त निकाय में संपरिवर्तित होने पर ऐसे पब्लिक सेक्टर के उपक्रम या स्वायत्त निकाय में आमेलित होते हैं।

(3) उप-नियम (1) के तहत उपबंधों उन अभिदाताओं पर भी लागू होंगे जिन्हें केंद्र सरकार और राज्य सरकारों या संघ राज्य क्षेत्र प्रशासनों के संयुक्त नियंत्रण के पूर्णतः अधीन या दो या अधिक राज्य सरकारों, या संघ राज्य क्षेत्र प्रशासनों के संयुक्त नियंत्रण के अधीन, संयुक्त क्षेत्र के उपक्रमों में आमेलित होने की अनुज्ञा दी गई है।

स्पष्टीकरण (1) -, आमेलन की तारीख वह होगी जब, अभिदाता

(i) किसी निगम या कंपनी या निकाय में तत्काल आमेलन होने के आधार पर कार्यग्रहण करता है, जिस तारीख को वह वस्तुतः उस निगम या कंपनी या निकाय में कार्यग्रहण करता है;

(ii) प्रारम्भ में विदेशी सेवा शर्तों पर किसी निगम या कंपनी या निकाय में कार्यग्रहण करता है, जिस तारीख से सरकार द्वारा उसका बिना शर्त त्यागपत्र स्वीकृत किया जाता है; और

(iii) किसी सरकारी विभाग के पब्लिक सेक्टर के उपक्रम या स्वायत्त निकाय में संपरिवर्तित होने पर किसी निगम या कंपनी या निकाय में कार्यग्रहण करता है, जिस तारीख से उस निगम या कंपनी या निकाय में आमेलित किए जाने का उसका विकल्प सरकार द्वारा स्वीकृत किया जाता है।

स्पष्टीकरण (2) - इस नियम के प्रयोजनों के लिए, निकाय से स्वायत्त निकाय या कानूनी निकाय अभिप्रेत है।

16. अविधिमान्यता पर सेवानिवृत्ति पर हकदारी - (1) अभिदाता के निःशक्त होने के मामले में, जहां दिव्यांगजन अधिकार अधिनियम, 2016 (2016 का 49) की धारा 20 के उपबंध लागू होते हैं, कथित धारा के उपबंधों द्वारा शासित होगा:

परंतु ऐसा अभिदाता दिव्यांगजन अधिकार नियम, 2017 के अधीन यथाविहित सक्षम प्राधिकारी से निःशक्तता प्रमाण पत्र प्रस्तुत करेगा,

(2) यदि कोई अभिदाता, ऐसे मामले में, जहां दिव्यांगजन अधिकार अधिनियम, 2016 (2016 का 49) के धारा 20 के उपबंध लागू नहीं हैं, किसी शारीरिक या मानसिक दुर्बलता जो उसे स्थायी रूप से सेवा के लिए अक्षम करती है, के कारण सेवा से सेवानिवृत्त होने का इच्छुक है, वह अविधिमान्यता सेवानिवृत्ति पर हितलाभों के लिए विभागाध्यक्ष को आवेदन कर सकेगा:

परंतु अविधिमान्यता पर सेवानिवृत्ति के हितलाभों के लिए अभिदाता के पति/पत्नी द्वारा प्रस्तुत आवेदन, ऐसा न होने पर अभिदाता के कुटुम्ब के किसी सदस्य द्वारा प्रस्तुत आवेदन भी स्वीकृत किया जा सकेगा, यदि विभागाध्यक्ष का यह समाधान हो जाता है कि अभिदाता शारीरिक या मानसिक दुर्बलता के कारण ऐसा आवेदन स्वयं प्रस्तुत करने की स्थिति में नहीं है:

परंतु यह और कि अभिदाता, जिसे निःशक्तता हुई हो और जिसके मामले में दिव्यांगजन अधिकार अधिनियम, 2016 (2016 का 49) की धारा 20 के उपबंध लागू होते हैं, इस नियम के तहत सेवानिवृत्त होने का इच्छुक है, अभिदाता को सलाह दी जाएगी कि उसके पास उसी वेतन मैट्रिक्स और सेवा हितलाभों जिनका वह अन्यथा हकदार है के साथ सेवा जारी रखने का विकल्प है। यदि अभिदाता इस नियम के तहत सेवानिवृत्ति के लिए अपना अनुरोध वापस नहीं लेता है, तो उसके अनुरोध को इस नियम के उपबंधों के अनुसार प्रक्रियाबद्ध किया जा सकेगा।

(3) कार्यालयाध्यक्ष या विभागाध्यक्ष उप-नियम (2) के अधीन आवेदन की अभिप्राप्ति होने पर, ऐसे आवेदन की अभिप्राप्ति के पंद्रह दिन के भीतर, निम्नलिखित चिकित्सा प्राधिकारी द्वारा ऐसे अनुरोध की अभिप्राप्ति के तीस दिन के भीतर अभिदाता की जांच के लिए संबंधित प्राधिकारी से अनुरोध करेगा -

(क) राजपत्रित सरकारी सेवक और अराजपत्रित सरकारी सेवक जिसका वेतन, मूल नियमावली के नियम 9 के उप-नियम (21) में यथापरिभाषित, 54 हजार रुपये प्रति मास से अधिक है; के मामले में चिकित्सा बोर्ड,

(ख) अन्य मामलों में सिविल सर्जन या जिला चिकित्सा अधिकारी या समतुल्य चिकित्सा अधिकारी।

चिकित्सा प्राधिकारी को अभिदाता के सेवारत कार्यालय के कार्यालयाध्यक्ष या विभागाध्यक्ष द्वारा सूचना उपलब्ध कराई जाएगी जिसमें अभिदाता के आधिकारिक अभिलेख से अभिदाता की आयु का उल्लेख होगा, और यदि अभिदाता की सेवा पुस्तिका है, तो उसके अनुसार उसकी आयु का ब्यौरा देने वाली विवरणी होगी। चिकित्सा प्राधिकारी द्वारा जांच के लिए अनुरोध करने वाले पत्र की प्रति अभिदाता को पृष्ठांकित की जाएगी।

(4) अभिदाता उस प्राधिकारी द्वारा नियत तारीख पर चिकित्सा परीक्षण के लिए संबंधित चिकित्सा प्राधिकारी के समक्ष उपस्थित होगा। चिकित्सा प्राधिकारी यह सुनिश्चित करने के लिए जांच करेगी कि अभिदाता आगे की सेवा के लिए योग्य है या नहीं या फिर वह जिस कार्य में कार्यरत है, उससे कम श्रम वाले कार्य के लिए, आगे की सेवा के लिए योग्य है।

(5) सेवा के लिए अक्षमता का कोई चिकित्सा प्रमाणपत्र तब तक प्रदान नहीं किया जा सकेगा जब तक कि चिकित्सा प्राधिकारी को अभिदाता की चिकित्सा परीक्षा के लिए उसके कार्यालय के कार्यालयाध्यक्ष या विभागाध्यक्ष से अनुरोध न मिला हो।

(6) जब किसी महिला अभ्यर्थी की जांच की जानी हो, तो एक महिला चिकित्सक को मेडिकल बोर्ड के सदस्य के रूप में सम्मिलित किया जाएगा।

(7) जहां उप-नियम (3) में निर्दिष्ट चिकित्सा प्राधिकारी ने उप-नियम (2) में उल्लेखित किसी अभिदाता को आगे की सेवा के लिए योग्य नहीं पाया है या उसे, उसके द्वारा दी जाने वाली सेवा से कम परिश्रमी प्रकार की सेवा के लिए योग्य पाया है, तो प्ररूप 3 में चिकित्सा प्रमाणपत्र जारी किया जा सकेगा। यदि अभिदाता को आगे की सेवा के लिए अयोग्य पाया जाता है, तो उसे अविधिमान्यता पर सेवानिवृत्ति के हितलाभ दिए जा सकेंगे।

(8) यदि अभिदाता को, उसके द्वारा दी जाने वाली सेवा से कम परिश्रमी प्रकार की सेवा के लिए योग्य पाया जाता है, यदि वह इस प्रकार नियोजित होने का इच्छुक हो, तो जिस पद पर वह कार्यरत था उससे निचले पद पर नियोजित किया जा सकेगा और यदि उसे निचले पद पर भी नियोजित करने का कोई उपाय न हो, तो उसे अविधिमान्यता पर सेवानिवृत्ति के हितलाभ दिए जा सकेंगे।

(9) जहां अभिदाता ने, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अधीन फायदा प्राप्त करने के विकल्प का प्रयोग किया था या जिसके मामले में नियम 10 के अधीन फायदों का विकल्प है; और जिसके मामले में दिव्यांगजन अधिकार अधिनियम, 2016(2016 का 49) की धारा 20 के उपबंध लागू नहीं होते हैं, किसी भी शारीरिक या मानसिक दुर्बलता के कारण जो उसे सेवा के लिए स्थायी रूप से अक्षम कर देती है, सेवानिवृत्त होता है, तो केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के अनुसरण में फायदों के संवितरण के लिए कार्यालयाध्यक्ष द्वारा आगे की कार्रवाई की जा सकेगी।

(10) यदि अभिदाता, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के अधीन उप-नियम (9) के अनुसरण में फायदों प्राप्त करता है, तो अभिदाता के व्यक्तिगत पेंशन खाते को बंद कर दिया जाएगा और अभिदाता के संचित पेंशन कॉर्पस में सरकार का अंशदान और उस पर प्रतिलाभ सरकार के खाते में अंतरित किया जाएगा। शेष संचित पेंशन कॉर्पस का संदत्त अभिदाता को एकमुश्त में किया जाएगा।

(11) जहां अभिदाता ने, राष्ट्रीय पेंशन प्रणाली के अंतर्गत हितलाभ प्राप्त करने के लिए विकल्प का प्रयोग किया था या जिसके मामले में इन नियमों के नियम 10 के अंतर्गत व्यतिक्रम विकल्प है; और जिसके मामले में दिव्यांगजन अधिकार अधिनियम, 2016(2016 का 49) की धारा 20 के उपबंध लागू नहीं होते हैं, किसी भी शारीरिक या मानसिक दुर्बलता के कारण जो उसे सेवा के लिए स्थायी रूप से अक्षम

कर देती है, सेवानिवृत्त होता है, तो उसे पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में अभिदाता की अधिवर्षिता पर निकासी की मामले में यथास्वीकार्य हितलाभ प्रदान किए जा सकेंगे।

(12) यदि अभिदाता, उप-नियम (11) के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अधीन फायदा प्राप्त करने का पात्र हो गया है, सेवानिवृत्ति की तारीख से परे राष्ट्रीय पेंशन प्रणाली के अंतर्गत अपने व्यक्तिगत पेंशन खाते को जारी रखने या हितलाभ के भुगतान को आस्थगित करने का इच्छुक है, तो वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में इस संबंध में एक विकल्प का प्रयोग कर सकेगा।

17. निःशक्तता के कारण सेवा से कार्यमुक्त किए जाने पर पात्रता- (1) जहां अभिदाता ने, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अधीन हितलाभ प्राप्त करने के लिए विकल्प का प्रयोग किया था या जिसके मामले में नियम 10 के अंतर्गत व्यतिक्रम का विकल्प है; सरकारी सेवा के कारण होने वाली निःशक्तता के कारण सेवा से कार्यमुक्त किया जाता है, तो केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अनुसरण में हितलाभों के संवितरण के लिए कार्यालयाध्यक्ष द्वारा आगे की कार्रवाई की जा सकेगी।

(2) यदि अभिदाता, उप-नियम(1) के अनुसरण में केंद्रीय सिविल सेवा(असाधारण पेंशन) नियमावली, 1939 के अधीन हितलाभ प्राप्त करता है, तो अभिदाता के व्यक्तिगत पेंशन खाते को बंद कर दिया जाएगा और अभिदाता के संचित पेंशन कॉर्पस में सरकार का अंशदान और उस पर प्रतिलाभ सरकार के खाते में अंतरित किया जाएगा। शेष संचित पेंशन कॉर्पस का भुगतान अभिदाता को एकमुश्त में किया जाएगा।

(3) जहां अभिदाता ने, राष्ट्रीय पेंशन प्रणाली के अधीन फायदा प्राप्त करने के विकल्प का प्रयोग किया था या जिसके मामले में इन नियमों के नियम 10 के अधीन व्यतिक्रम विकल्प है; सरकारी सेवा के कारण होने वाली निःशक्तता के कारण सेवामुक्त किया जाता है, उसे पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में, अभिदाता की अधिवर्षिता पर निकासी के मामले में यथास्वीकार्य हितलाभ प्रदान किए जा सकेंगे।

4) यदि अभिदाता, उप-नियम(3) के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अंतर्गत हितलाभ प्राप्त करने का पात्र हो गया है, सेवानिवृत्ति की तारीख से परे राष्ट्रीय पेंशन प्रणाली के अंतर्गत अपने व्यक्तिगत पेंशन खाते को जारी रखने या हितलाभ के भुगतान को आस्थगित करने का इच्छुक है, तो वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में इस संबंध में एक विकल्प का प्रयोग कर सकेगा।

18. अनिवार्य सेवानिवृत्ति या पदच्युति या सरकारी सेवा से हटाए जाने का प्रभाव- (1) जहां अभिदाता, सरकारी सेवा से शास्ति स्वरूप अनिवार्य सेवानिवृत्त होता है या पदच्युत या हटा दिया जाता है, तो प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसरण में, राष्ट्रीय पेंशन प्रणाली से अभिदाता की अधिवर्षिता पूर्व निकासी के मामले में यथास्वीकार्य अभिदाता की संचित पेंशन कॉर्पस से एकमुश्त और वार्षिकी राशि संदेय होगी:

परंतु यह प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसरण में अभिदाता, अपने विकल्प पर, एक गैर-सरकारी अभिदाता के रूप में उसी स्थायी सेवानिवृत्ति खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रख सकेगा।

(2) इन नियमों द्वारा आच्छादन नहीं किए गए उपदान और अन्य सेवानिवृत्ति हितलाभों के संबंध में ऐसे मामलों में की गई किसी भी कार्रवाई पर उप-नियम(1) प्रतिकूल प्रभाव नहीं डालेगा और वे हितलाभ, ऐसे नियमों के अनुसरण में विनियमित किए जा सकेंगे, जो ऐसे हितलाभों पर लागू होते हैं।

19. सेवानिवृत्ति पर लंबित विभागीय या न्यायिक कार्यवाहियों का प्रभाव- (1) विभागीय या न्यायिक कार्यवाहियां, जो अभिदाता के सेवा में रहने के दौरान शुरू की गई थी, किंतु अभिदाता की सेवानिवृत्ति से पूर्व समाप्त नहीं हुई है या अभिदाता की सेवानिवृत्ति के पश्चात शुरू की गयी न्यायिक कार्यवाही, अभिदाता को उसके संचित पेंशन कॉर्पस से संदेय हितलाभों को प्रभावित नहीं करेगी और प्राधिकरण द्वारा अधिसूचित विनियमों के अनुसरण में, राष्ट्रीय पेंशन प्रणाली से अभिदाता की अधिवर्षिता पर निकासी के मामले में यथास्वीकार्य अभिदाता की संचित पेंशन कॉर्पस से एकमुश्त और वार्षिकी राशि संदेय होगी।

(2) ऐसे उपदान और अन्य सेवानिवृत्ति फायदों के संबंध में ऐसे मामलों में, जो इन नियमों के अंतर्गत नहीं आते हैं, की गई किसी भी कार्रवाई पर उप-नियम(1) के अधीन उपबंध पर प्रतिकूल प्रभाव डाले बिना होंगे और ऐसे फायदों को, उन नियमों के अनुसार विनियमित किया जाएगा जो ऐसे फायदों को लागू होते हैं।

20. अभिदाता की मृत्यु होने पर परिवार के लिए पात्रता- (1) मृत्यु होने पर,-

(क) अभिदाता जिसने, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा नियमावली(असाधारण पेंशन) नियम, 1939 के अंतर्गत हितलाभ प्राप्त करने के लिए विकल्प का प्रयोग किया था या जिसके मामले में नियम 10 के अंतर्गत व्यतिक्रम विकल्प है; या

(ख) सेवानिवृत्त अभिदाता, जिसे केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के नियम 16 के संदर्भ में अशक्तता पेंशन या केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के नियम 17 के संदर्भ में निःशक्तता पेंशन मिली हो,

केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के अनुसरण में हितलाभों के संवितरण के लिए कार्यालयाध्यक्ष द्वारा आगे की कार्रवाई की जाएगी।

परंतु यह सरकारी सेवा के कारण मृत्यु होने पर, उन सभी नियमों के अंतर्गत हितलाभों की स्वीकृति की सभी शर्तों की पूर्ति के अध्वधीन केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अनुसरण में फायदों के संवितरण के लिए कार्यालयाध्यक्ष द्वारा आगे की कार्रवाई की जाएगी।

(2) यदि अभिदाता की मृत्यु होने पर, केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 या केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 के अंतर्गत उप-नियम(1) के अनुसरण में कुटुम्ब को हितलाभ देय हैं, तो अभिदाता के संचित पेंशन कॉर्पस में सरकार का अंशदान और उस पर प्रतिलाभ, सरकार के खाते में अंतरित किया जाएगा। शेष संचित पेंशन कॉर्पस का भुगतान उस व्यक्ति को किया जाएगा, जिसके पक्ष में पेंशन निधि विनियामक और विकास प्राधिकरण(राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अंतर्गत नामनिर्देशन किया गया है। यदि ऐसा कोई नामनिर्देशन नहीं है या यदि किया गया नामनिर्देशन आस्तित्व में नहीं है, तो संचित पेंशन कॉर्पस की शेष राशि का भुगतान विधिक उत्तराधिकारी को किया जाएगा।

(3) अभिदाता की मृत्यु होने की दशा में, जिसने राष्ट्रीय पेंशन प्रणाली के अध्वधीन फायदा प्राप्त करने के विकल्प का प्रयोग किया था या जिसके मामले में नियम 10 के अध्वधीन व्यतिक्रम विकल्प है; ऐसे हितलाभ पेंशन निधि विनियामक और विकास प्राधिकरण(राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में दिए जा सकेंगे।

21. सेवानिवृत्त होने वाले अभिदाताओं की सूची तैयार करना- (1) प्रत्येक विभागाध्यक्ष प्रत्येक तिमाही अर्थात् प्रत्येक वर्ष की 1 जनवरी, 1 अप्रैल, 1 जुलाई और 1 अक्टूबर को ऐसे सभी अभिदाताओं की सूची तैयार कराएगा जो उस तारीख से अगले बारह से पंद्रह मास के भीतर सेवानिवृत्त होने वाले हैं।

(2) उपनियम-(1) में यथानिर्दिष्ट ऐसी प्रत्येक सूची की एक प्रति उस वर्ष की, यथास्थिति, 31 जनवरी, 30 अप्रैल, 31 जुलाई या 31 अक्टूबर तक, न कि उसके पश्चात् संबद्ध वेतन और लेखा अधिकारी को भेजी जाएगी।

(3) अधिवर्षिता से भिन्न कारणों से सेवानिवृत्त होने वाले अभिदाता के मामले में, कार्यालयाध्यक्ष ऐसी सेवानिवृत्ति के तथ्य की जानकारी मिलते ही उसे यथाशीघ्र संबंधित आहरण और संवितरण अधिकारी तथा वेतन और लेखा अधिकारी को संसूचित करेगा।

(4) यदि संबंधित अभिदाता को सरकारी आवास आबंटिती है, तो उप-नियम(3) के अंतर्गत कार्यालयाध्यक्ष द्वारा वेतन और लेखा अधिकारी को भेजी गयी सूचना की प्रति संपदा निदेशालय को भी पृष्ठांकित की जाएगी।

22. "बेबाकी प्रमाणपत्र" जारी करने के संबंध में संपदा निदेशालय को सूचित करना- (1) कार्यालय अध्यक्ष, ऐसे अभिदाता, (जिसे इसमें इसके पश्चात् आबंटिती कहा गया है) जिसके पास कोई सरकारी आवास था या है, की सेवानिवृत्ति की पूर्वानुमानित तारीख से कम से कम एक वर्ष पूर्व संपदा निदेशालय को आबंटिती की सेवानिवृत्ति के आठ मास पूर्व की अवधि के बारे में "बेबाकी प्रमाणपत्र" जारी किए जाने के लिए लिखेगा।

(2) उप-नियम (1) के अध्वधीन सूचना प्राप्त होने पर, संपदा निदेशालय आवश्यकतानुसार आगे की कार्रवाई करेगा।

23. अधिवर्षिता पर राष्ट्रीय पेंशन प्रणाली के अंतर्गत हितलाभों के लिए दावा प्रस्तुत करना- (1) अभिदाता के पास प्राधिकरण द्वारा समय-समय पर यथाविनिर्दिष्ट ढंग के माध्यम से राष्ट्रीय पेंशन प्रणाली के अध्वधीन फायदों का दावा प्रस्तुत करने का विकल्प होगा।

(2) प्रत्येक अभिदाता, अधिवर्षिता पर सेवानिवृत्त होने की तारीख से छह मास पूर्व, या जिस तारीख पर वह सेवानिवृत्त होने की तैयारी के लिए आगे बढ़ता है, जो भी पूर्व हो, प्राधिकारी द्वारा विहित आहरण प्रपत्र को, आहरण प्ररूप में उल्लिखित दस्तावेजों सहित सम्यक रूप से भरकर कार्यालयाध्यक्ष को प्रस्तुत करेगा। सेवानिवृत्ति के अन्य मामलों में या राष्ट्रीय पेंशन प्रणाली से निकासी पर अभिदाता ऐसी

सेवानिवृत्ति या निकासी के लिए सक्षम प्राधिकारी के आदेशों के जारी होने के तुरंत पश्चात प्राधिकरण द्वारा विहित आहरण प्ररूप को आहरण प्ररूप में उल्लिखित दस्तावेजों सहित सम्यक रूप से भरकर कार्यालयाध्यक्ष को प्रस्तुत करेगा। जहां अभिदाता ने ऑनलाइन पद्धति के माध्यम से दावा प्रस्तुत किया है, वह उक्त आहरण प्रपत्र के प्रिंट-आउट की एक हस्ताक्षरित प्रति को आहरण प्ररूप में उल्लिखित दस्तावेजों सहित प्रस्तुत करेगा।

(3) राष्ट्रीय पेंशन प्रणाली दावा आईडी का सृजन करेगी और उन अभिदाताओं, जो अगले छह मास में अधिवर्षिता प्राप्त करने पर सेवानिवृत्त होंगे, के लिए नोडल ऑफिसर, अर्थात् वेतन और लेखा अधिकारी या चेक आहरण और संवितरण अधिकारी को सेवानिवृत्ति की तारीख से छह मास पूर्व सूचित करेगी।

24. राष्ट्रीय पेंशन प्रणाली के अधीन हितलाभों के लिए दस्तावेजों को पूरा करना और अग्रेषित करना-(1) कार्यालयाध्यक्ष अपने स्तर पर हितलाभों के लिए दस्तावेजों को पूरा करेगा और नीचे उल्लिखित प्ररूप में एक आवरण पत्र सहित आहरण एवं संवितरण अधिकारी के माध्यम से वेतन और लेखा अधिकारी को अग्रेषित करेगा: -

सेविनिवृत्ति या निकासी के प्रकार	आवरण पत्र के प्रपत्र
अधिवर्षिता या स्वैच्छिक सेवानिवृत्ति या मूल नियम के नियम 56(ज) के अंतर्गत समय पूर्व सेवानिवृत्ति या कार्मिक और प्रशिक्षण विभाग की विशेष स्वैच्छिक सेवानिवृत्ति स्कीम।	प्ररूप 4-क
तकनीकी त्यागपत्र या किसी स्वायत्त निकाय या पब्लिक सेक्टर के उपक्रम में आमेदन	प्ररूप 4-ख
त्यागपत्र या शास्ति स्वरूप अनिवार्य सेवानिवृत्ति या पदच्युति या सेवा से हटाया जाना।	प्ररूप 4-ग
अशक्तता या निःशक्तता पर सेवानिवृत्ति	प्ररूप 4-घ
सेवा के दौरान मृत्यु	प्ररूप 4-ङ

(2) अधिवर्षिता प्राप्त होने पर अभिदाता के सेवानिवृत्त होने के मामले में, कार्यालयाध्यक्ष अभिदाता के सेवानिवृत्त होने की तारीख से चार मास के भीतर तथा अन्य मामलों में, अभिदाता की सेवानिवृत्ति या निकासी के पश्चात एक मास के भीतर आहरण और संवितरण अधिकारी के माध्यम से वेतन और लेखा अधिकारी को संपूर्ण दस्तावेज अग्रेषित करेगा। कार्यालयाध्यक्ष अपने अभिलेख के लिए उप-नियम (1) में निर्दिष्ट सभी दस्तावेज और प्रपत्रों की एक प्रति रखेगा।

(3) पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकासी और प्रत्याहरण), विनियम, 2015 के अनुसरण में, केंद्रीय अभिलेख अभिरक्षण अभिकरण की ऑनलाइन प्रणाली निकासी के अनुरोध को प्रक्रियाबद्ध करने के पश्चात, वेतन और लेखा अधिकारी अभिदाता की सेवानिवृत्ति की तारीख से एक मास पूर्व उप-नियम(1) और उप-नियम(2) निर्दिष्ट दस्तावेजों को केंद्रीय अभिलेख अभिरक्षण अभिकरण को अग्रेषित करेगा।

(4) यदि अभिदाता राष्ट्रीय पेंशन प्रणाली के अंतर्गत अधिवर्षिता या निकासी की तारीख से परे अपने व्यक्तिगत पेंशन खाते को जारी रखने या हितलाभों के भुगतान को आस्थगित करने का इच्छुक है, तो वह इस संबंध में एक विकल्प का प्रयोग करेगा और उसे आहरण और संवितरण अधिकारी के माध्यम से वेतन और लेखा अधिकारी को अधिवर्षिता प्राप्त होने की तारीख से पंद्रह दिन पूर्व भेज देगा। पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अंतर्गत निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में वेतन और लेखा अधिकारी द्वारा ऐसे विकल्प प्रक्रियाबद्ध किए जा सकेंगे।

25. प्रतिनियुक्ति पर अभिदाता-(1) अभिदाता के किसी अन्य केंद्रीय सरकार के विभाग में प्रतिनियुक्ति के दौरान सेवानिवृत्त होने के मामले में, इस नियम के उपबंधों के अनुसरण में हितलाभों को अधिकृत करने की कार्यवाही ग्रहण विभाग के कार्यालयाध्यक्ष द्वारा की जा सकेगी।

(2) अभिदाता के किसी राज्य सरकार या विदेश सेवा में प्रतिनियुक्ति के दौरान सेवानिवृत्त होने के मामले में, इस नियम के उपबंधों के अनुसरण में हितलाभों को अधिकृत करने की कार्यवाही राज्य सरकार या विदेशी सेवा में प्रतिनियुक्ति स्वीकृत करने वाले कार्यालयाध्यक्ष या संवर्ग प्राधिकारी द्वारा की जा सकेगी।

26. सेवानिवृत्ति की तारीख का अधिसूचित किया जाना- जब कोई अभिदाता सेवा से सेवानिवृत्त होता है -

(क) राजपत्रित अभिदाता के मामले में सरकारी राजपत्र में एक अधिसूचना, और

(ख) अराजपत्रित अभिदाता के मामले में एक कार्यालय आदेश

ऐसी तारीख के एक सप्ताह के भीतर सेवानिवृत्ति की तारीख को दर्शाते हुए जारी किया जाएगा और ऐसे प्रत्येक अधिसूचना या कार्यालय आदेश की एक प्रति, यथास्थिति, वेतन और लेखा अधिकारी को तुरंत अग्रेषित की जाएगी।

27. निर्वचन- जहां नियमों की निर्वचन के संबंध में संदेह उत्पन्न होने पर, इसे कार्मिक, लोक शिकायत और पेंशन मंत्रालय में सरकार के निर्णय के लिए भेजा जाएगा।

28. शिथिल करने की शक्ति- जहाँ सरकार के किसी मंत्रालय या विभाग का समाधान हो जाता है कि इन नियमों में से किसी नियम के प्रवर्तन से किसी विशिष्ट मामले में कोई असम्यक् कठिनाई होती है, वहां यथास्थिति, मंत्रालय या विभाग, लिखित रूप से अभिलिखित कारणों से आदेश द्वारा उस नियम की अपेक्षाओं को उस सीमा तक और ऐसे अपवादों और शर्तों के अधीन रहते हुए हटा या शिथिल कर सकेगा, जो वह इस मामले से उचित और न्यायसंगत रीति से निपटने के लिए आवश्यक समझें:

परंतु कार्मिक, लोक शिकायत और पेंशन मंत्रालय की सहमति के बिना ऐसा कोई आदेश नहीं किया जाएगा।

29. अवशिष्ट मामलों के लिए केंद्रीय सरकार की शक्ति- (1) कोई ऐसा बिन्दु, जो विनिर्दिष्ट रूप से इन नियमों के अंतर्गत नहीं आता है, केंद्रीय सिविल सेवा (पेंशन) नियम, मूल नियम, अनुपूरक नियम या सरकार द्वारा जारी किए गए अन्य साधारण या विशेष आदेश में निहित इस संबंध में अंतर्विष्ट सुसंगत उपबंधों के निबंधनों के अनुसार विनिश्चित किए जाएंगे, परन्तु, ये इन नियमों के उपबंधों के विरुद्ध या उससे असंगत नहीं हों।

(2) केंद्रीय सरकार किसी ऐसे मामले को विनियमित करने के लिए आदेश या अनुदेश जारी कर सकेगी, जिसके लिए बनाए गए नियमों में कोई उपबंध नहीं किया गया है या इन नियमों के अधीन किया गया नहीं समझा गया है और जब तक ऐसे नियम नहीं बनाए जाते हैं, तब तक ऐसे मामलों को समय-समय पर जारी आदेशों या अनुदेशों के अनुसार विनियमित किया जाएगा।

30. निरसन और व्यावृत्ति- इन नियमों के प्रारंभ होने पर, ऐसे प्रारम्भ के ठीक पूर्व प्रवृत्त प्रत्येक आदेश, अनुदेश या कार्यालय जापन, जहां तक वह इन नियमों में अंतर्विष्ट किसी मामले के लिए उपबंधित है, प्रवर्तन में नहीं रहेगा। उन आदेशों, अनुदेशों या कार्यालय जापन के अधीन की गई कोई बात या की गई कोई कार्यवाई इन नियमों के तत्स्थानी उपबंधों के अधीन की गई समझी जाएगी।

प्ररूप 1

सेवा के दौरान सरकारी कर्मचारी/अभिदाता की मृत्यु या अशक्तता या निःशक्तता होने पर कार्यमुक्ति की दशा में फायदों का उपयोग करने के लिए विकल्प

[नियम 10 देखें]

* मैं, इस विकल्प का प्रयोग करता हूँ कि सेवा के दौरान निःशक्त होने पर सेवामुक्त होने या अशक्तता होने के कारण सेवा से सेवानिवृत्त होने या मृत्यु होने की दशा में, यथास्थिति, केंद्रीय सिविल सेवा(पेंशन) नियम, 1972 या केंद्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939, के अधीन फायदों का संदाय मुझे या मेरे कुटुम्ब को किया जाए।

या

* मैं, इस विकल्प का प्रयोग करता हूँ कि सेवा के दौरान निःशक्त होने पर सेवामुक्त होने या अशक्तता होने के कारण सेवा से सेवानिवृत्त होने या मृत्यु होने की दशा में, केंद्रीय सिविल सेवा (राष्ट्रीय पेंशन प्रणाली के कार्यान्वयन) नियम, 2021 के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अधीन व्यक्तिगत पेंशन खाते में संचित पेंशन कॉर्पस के आधार पर, फायदों का संदाय यथास्थिति मुझे या मेरे कुटुम्ब को किया जाए।

सरकारी कर्मचारी/अभिदाता का हस्ताक्षर

नाम -----

पदनाम -----

कार्यालय जिसमें सेवारत है -----

दूरभाष सं. -----

स्थान और तारीख:

इस विकल्प से पूर्व में मेरे द्वारा दिये गए किसी अन्य विकल्प को अधिकांत हो जाएंगे।

* जिस ऐसे फायदों को पूर्णतः काट दें जिनके लिए विकल्प का प्रयोग नहीं किया जाना है।

(कार्यालय अध्यक्ष या प्राधिकृत राजपत्रित अधिकारी द्वारा भरा जाए)

केन्द्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के अधीन तारीख का विकल्प प्राप्त किया

श्री/श्रीमती/कुमारी द्वारा दिया गया.....

पदनाम.....

कार्यालय

प्राप्त विकल्प की प्रविष्टि सेवा पुस्तिका के पृष्ठ सं. भागमें की गयी।

हस्ताक्षर,

कार्यालय अध्यक्ष या प्राधिकृत राजपत्रित अधिकारी का नाम, पदनाम तथा मुहर

आवेदन पत्र प्राप्ति की तारीख

प्राप्तकर्ता अधिकारी उपरोक्त सूचना को भरेगा और सम्यक रूप से पूर्ण प्ररूप की हस्ताक्षरित प्रति सरकारी कर्मचारी को लौटाएगा, जो उसे सुरक्षित अभिरक्षा में रखेगा जिससे वह, उसकी मृत्यु/निःशक्तता होने की दशा में उसके हिताधिकारियों को प्राप्त हो सके।

प्ररूप 2**कुटुंब के ब्यौरे**

[नियम 10(3) देखें]

महत्वपूर्ण

- सरकारी कर्मचारी/अभिदाता द्वारा प्रस्तुत मूल प्ररूप को प्रतिधारित किया जाए। सरकारी कर्मचारी/सेवानिवृत्त सरकारी कर्मचारी/अभिदाता द्वारा सभी परिवर्धन या परिवर्तन समर्थक दस्तावेजों सहित संसूचित किए जाएँ और स्तम्भ 7 में कार्यालय अध्यक्ष के हस्ताक्षर से किए गए परिवर्तनों को इस प्ररूप में अभिलिखित किया जाए, मूल प्ररूप के स्थान पर नया प्ररूप न भरा जाए। तथापि, सेवानिवृत्त होने वाला अभिदाता सेवानिवृत्ति के समय कुटुंब के ब्यौरे दोबारा प्रस्तुत करेगा।
- पति या पत्नी, सभी बालक और माता-पिता(चाहे कुटुंब पेंशन के लिए पात्र हो या नहीं) तथा निःशक्त सहोदरों(भाइयों और बहनों) के ब्यौरे दिये जा सकेंगे।
- कार्यालय अध्यक्ष "टिप्पणियाँ" स्तम्भ में कुटुंब में परिवर्धन या परिवर्तन संबंधी संसूचना की प्राप्ति की तारीख उपदर्शित करेगा। निःशक्तता या कुटुंब सदस्य की वैवाहिक प्रास्थिति में परिवर्तन के बारे में तथ्य को भी "टिप्पणियाँ" स्तम्भ में उपदर्शित किया जाए।
- पति और पत्नी में न्यायिक रूप से पृथक पति और पत्नी सम्मिलित होंगे।

-45-

5. सेवानिवृत्त सरकारी कर्मचारी पेंशन और पेंशनभोगी कल्याण विभाग के तारीख 4 नवम्बर, 1992 के कार्यालय ज्ञापन सं1(23)-पी&पीडबल्यू/91-ई के अधीन विहित प्रोफार्मा में सेवानिवृत्ति के पश्चात कुटुंब संरचना में परिवर्तन के ब्यौरे संलग्न करेगा।
6. जन्म प्रमाण पत्र की प्रतियाँ संलग्न की जाएँ। कोई अन्य प्रासंगिक प्रमाणपत्र, यदि उपलब्ध हो, तो उनकी प्रतियाँ भी संलग्न की जाएँ।

सरकारी कर्मचारी/अभिदाता का नाम		पदनाम		राष्ट्रियता	
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कुटुंब के सदस्यों के ब्यौरे:

क्रम सं.	नाम (कृपया भरने से पूर्व नीचे दी गई टिप्पणियों को देखें)	जन्मतारीख दिन/मास/वर्ष	आधार सं. (वैकल्पिक)	सरकारी कर्मचारी/सेवानिवृत्त सरकारी कर्मचारी/अभिदाता के साथ संबंध	वैवाहिक प्रास्थिति	टिप्पणियाँ	कार्यालय अध्यक्ष के हस्ताक्षर और तारीख
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

मैं कार्यालय अध्यक्ष को कोई भी परिवर्धन या परिवर्तन अधिसूचित करके उपर्युक्त विशिष्टियों को अद्वयतन रखने का एतद्वारा वचन देता हूँ।

ई-मेल:(वैकल्पिक)..... स्थान

मोबाइल:(वैकल्पिक)..... तारीख..... (हस्ताक्षर)

-----आधार सं. देना वैकल्पिक है।
तथापि, यदि यह दिया जाता है, तो इसे केवल पेंशन से संबंधित उद्देश्य के लिए बैंक खाते से जोड़ने और यूआईडीआई से पहचान के प्रमाणीकरण के लिए सहमति दी गई, समझा जाएगा।

प्ररूप 03

(नियम 16 देखें)

चिकित्सा प्रमाण पत्र का प्ररूप

प्रमाणित किया जाता है कि मैंने/(हमने).....(सरकारी कर्मचारी/अभिदाता का नाम) पुत्र श्री की सावधानीपूर्वक जांच की जो किमें.....(पदनाम) पद पर कार्यरत हैं। मेरे/(हमारे) मतानुसार श्री विभाग में..... (यहाँ पर रोग या कारण का उल्लेख करें) के परिणामस्वरूप आगे किसी भी प्रकार की सेवा करने के लिए पूर्णतः और स्थायी रूप से अक्षम हो गए हैं।

(यदि अक्षमता पूर्णतः और स्थायी प्रतीत नहीं होती है तो प्रमाणपत्र में तदनुसार संशोधन किया जाए और निम्नलिखित वाक्य जोड़ दिया जाए।)

"मेरे/हमारे मतानुसार श्री इससे पूर्व किए जा रहे कार्य से कम परिश्रमी कार्य की भावी सेवा के लिए उपयुक्त है/ मास के विश्राम के पश्चात इससे पूर्व किए जा रहे कार्य से कम परिश्रमी कार्य की भावी सेवा के लिए उपयुक्त हो जाएँगे।"

स्थान

तारीख

चिकित्सा प्राधिकारी

प्ररूप 4-क

[नियम 24 देखें]

[अधिवर्षिता या स्वैच्छिक सेवानिवृत्ति या समयपूर्व सेवानिवृत्ति या विशेष स्वैच्छिक सेवानिवृत्ति पर राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता के आहरण दस्तावेजों को लेखा अधिकारी को अग्रेषित करने के लिए पत्र का प्ररूप]

सं

भारत सरकार

..... मंत्रालय

..... विभाग/कार्यालय

-47-

तारीख.....

सेवा ,

वेतन और लेखा अधिकारी/महालेखाकार
(आहरण और संवितरण अधिकारी के माध्यम से)

विषय: श्री/श्रीमती/कुमारी.....(पीआरएएन.....) के मामले में अधिवर्षिता या स्वैच्छिक सेवानिवृत्ति या समयपूर्व सेवानिवृत्ति या विशेष स्वैच्छिक सेवानिवृत्ति पर सेवानिवृत्त होने पर राष्ट्रीय पेंशन प्रणाली के अधीन हितलाभों के लिए दावे का प्रक्रमण।

महोदय,

मुझे यह सूचित करने का निदेश हुआ है कि :

* इस मंत्रालय/विभाग/कार्यालय के श्री/श्रीमती/कुमारी.....(नाम और पदनाम), पीआरएएन तारीख..... को अधिवर्षिता प्राप्त करने पर सेवानिवृत्त हो रहे हैं।

या

* केन्द्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 12 या मूल नियम के नियम 56(ट) या कार्मिक और प्रशिक्षण विभाग की विशेष स्वैच्छिक सेवानिवृत्ति योजना के अधीन इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी.....(नाम और पदनाम), पीआरएएन.....की तारीख..... से स्वैच्छिक सेवानिवृत्ति होने की सूचना सक्षम प्राधिकारी द्वारा स्वीकृत की गयी है। इस संबंध में जारी किए गए आदेश की प्रति संलग्न है।

या

* मूल नियम के नियम 56(ज) या कार्मिक और प्रशिक्षण विभाग की विशेष स्वैच्छिक सेवानिवृत्ति योजना के अधीन इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी.....(नाम और पदनाम), पीआरएएन.....की तारीख से सेवानिवृत्ति के आदेश सक्षम प्राधिकारी द्वारा जारी किए गए हैं। इस संबंध में जारी किए गए आदेश की प्रति संलग्न है।

2. राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत हितलाभों को जारी करने के लिए पेंशन निधि विनियामक प्राधिकरण द्वारा विहित निम्नलिखित दस्तावेज (व्यक्तिगत रूप से या ऑनलाइन जमा किए गए प्ररूपों के प्रिंट आउट) संलग्न हैं:

1.

2.

3.

4.

3. नियम 11/नियम 12/नियम 13 के अनुसरण में, सेवा से सेवानिवृत्त होने पर, श्री.....पेंशन निधि विनियामक और विकास प्राधिकरण(राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण) विनियम, 2015 के अधीन सेवानिवृत्त होने वाले अभिदाताओं के अधिवर्षिता पर यथास्वीकार्य फायदों का हकदार है। यह अनुरोध किया जाता है कि राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत फायदों को जारी करने के लिए सरकारी कर्मचारी/अभिदाता के मामले पर तदनुसार कार्रवाई की जा सकेगी।

भवदीय

कार्यालय अध्यक्ष

* लागू नहीं होने पर काट दें।

प्ररूप 4-ख

[नियम 24 देखें]

[किसी स्वायत्त निकाय या पब्लिक सेक्टर के उपक्रम में आमेलन होने पर राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता के आहरण दस्तावेजों को लेखा अधिकारी को अग्रेषित करने के लिए पत्र का प्ररूप]

सं

भारत सरकार

..... मंत्रालय

..... विभाग/कार्यालय

तारीख.....

सेवा ,

वेतन और लेखा अधिकारी/महालेखाकार

(आहरण और संवितरण अधिकारी के माध्यम से)

विषय: श्री/श्रीमती/कुमारी.....(पीआरएएन.....) के मामले में किसी स्वायत्त निकाय या पब्लिक सेक्टर के उपक्रम में आमेलन होने पर या तकनीकी आधार पर त्यागपत्र देने पर राष्ट्रीय पेंशन प्रणाली के अधीन फायदों के लिए दावे का प्रक्रमण।

महोदय,

मुझे यह सूचित करने का निदेश हुआ है कि इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी.....(नाम और पदनाम) पीआरएएन..... किसी स्वायत्त निकाय या पब्लिक सेक्टर के उपक्रम में आमेलित होने पर या तकनीकी आधार पर त्यागपत्र देने पर तारीख..... से सरकारी सेवा से सेवानिवृत्त माने जाते हैं। इस मंत्रालय या विभाग या कार्यालय से उनके कार्यमुक्त होने के आदेश की प्रति संलग्न है।

2 * चूंकि नए संगठन में राष्ट्रीय पेंशन प्रणाली की योजना लागू है, अतः अभिदाता नए संगठन में उसी स्थायी सेवानिवृत्ति खाता संख्या के साथ राष्ट्रीय पेंशन प्रणाली में अभिदाय करना जारी रखेगा। उसे ऐसे आमेलन के समय राष्ट्रीय पेंशन प्रणाली के अधीन कोई हितलाभ नहीं मिलेगा, परंतु नए निकाय या संगठन आदि जहां पर अभिदाता को आमेलित किया गया है, से निकासी के पश्चात् उसे फायदे प्राप्त होंगे।

या

* चूंकि राष्ट्रीय पेंशन प्रणाली योजना नए संगठन में लागू नहीं है, केंद्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली के कार्यान्वयन) नियम, 2021 के नियम 15 के अनुसरण में वह पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन विकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता की अधिवर्षिता पर निकासी के मामले में यथास्वीकार्य हितलाभों को प्राप्त करने का पात्र होगा। राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत फायदों को जारी करने के लिए पेंशन निधि विनियामक प्राधिकरण द्वारा विहित निम्नलिखित दस्तावेज (व्यक्तिगत रूप से या ऑनलाइन जमा किए गए प्ररूपों के प्रिंटआउट) संलग्न हैं:

1.

2.

3.

4.

3. यह अनुरोध किया जाता है कि एनपीएस खाते को..... में अंतरित करने या पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन विकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता की अधिवर्षिता पर निकासी के मामले में यथास्वीकार्य सेवांत फायदों को जारी करने के लिए अभिदाता के मामले पर कार्रवाई की जा सकेगी।

भवदीय

कार्यालय अध्यक्ष

* लागू नहीं होने पर काट दें।

प्ररूप 4-ग

[नियम 24 देखें]

[त्यागपत्र या शास्ति स्वरूप अनिवार्य सेवानिवृत्ति या पदच्युति या सेवा से हटाये जाने पर राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता के आहरण दस्तावेजों को लेखा अधिकारी को अग्रेषित करने के लिए पत्र का प्ररूप]

सं

भारत सरकार

..... मंत्रालय

..... विभाग/कार्यालय

तारीख.....

सेवा ,

वेतन और लेखा अधिकारी/महालेखाकार

(आहरण और संवितरण अधिकारी के माध्यम से)

— 50 —

विषय: श्री/श्रीमती/कुमारी.....(पीआरएएन.....) के त्यागपत्र देने या शास्ति स्वरूप अनिवार्य सेवानिवृत्ति या पदच्युति या सेवा से हटाये जाने पर राष्ट्रीय पेंशन प्रणाली के अधीन हितलाभों के लिए दावे का प्रक्रमण।

महोदय,

मुझे यह सूचित करने का निदेश हुआ है कि

* इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी..... (नाम और पदनाम), पीआरएएन..... पर तारीखके आदेश सं. (प्रतिलिपि संलग्न) के द्वारा शास्ति स्वरूप अनिवार्य सेवानिवृत्ति अधिरोपित की गई है। तदनुसार, श्री/श्रीमती/कुमारी..... को तारीख..... से सरकारी सेवा से अनिवार्य सेवानिवृत्त किया जाता है।

या

* इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी..... (नाम और पदनाम, पीआरएएन..... पर तारीख.....के आदेश सं..... (प्रतिलिपि संलग्न) द्वारा पदच्युति या सेवा से हटाये जाने की शास्ति अधिरोपित की गई है। तदनुसार, श्री/श्रीमती/कुमारी..... को तारीख सेसरकारी सेवा से पदच्युत/सेवा से हटाया जाता है।

या

* इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी..... (नाम और पदनाम), पीआरएएन.....ने तारीखको सरकारी सेवा से त्यागपत्र दे दिया है। त्यागपत्र स्वीकृत किए जाने की तारीख..... के आदेश सं..... की प्रति संलग्न है।

2. केंद्रीय सिविल सेवा (राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 17 या नियम 14 के संदर्भ में, अभिदाता, पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता की अधिवर्षिता पूर्व निकासी के मामले में यथास्वीकार्य फायदों का पात्र है।

3. राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत हितलाभों को जारी करने के लिए पेंशन निधि विनियामक प्राधिकरण द्वारा विहित निम्नलिखित दावा संबंधी दस्तावेज (व्यक्तिगत रूप से या ऑनलाइन जमा किए गए प्ररूप के प्रिंटआउट) संलग्न हैं:

1.

2.

3.

4.

4. यह अनुरोध किया जाता है कि पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण) विनियम, 2015 के अनुसार राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता की अधिवर्षिता पूर्व निकासी के मामले में यथास्वीकार्य सेवांत फायदों को जारी करने के लिए अभिदाता के मामले पर कार्रवाई की जा सकेगी।

भवदीय

कार्यालय अध्यक्ष

* लागू नहीं होने पर काट दें।

प्ररूप 4-घ

[नियम 24 देखें]

[अशक्तता या निःशक्तता पर सेवानिवृत्ति होने पर राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता के आहरण दस्तावेजों को लेखा अधिकारी को अग्रेषित करने के लिए पत्र का प्ररूप]

सं

भारत सरकार

..... मंत्रालय

..... विभाग/कार्यालय

तारीख.....

सेवा ,

वेतन और लेखा अधिकारी/महालेखाकार

(आहरण और संवितरण अधिकारी के माध्यम से)

विषय: श्री/श्रीमती/कुमारी.....(पीआरएएन.....) के

अशक्त या निःशक्त होने पर सेवानिवृत्ति होने पर राष्ट्रीय पेंशन प्रणाली के अधीन हितलाभों के लिए लिए दावे का प्रक्रमण।

महोदय,

* मुझे यह सूचित करने का निदेश हुआ है कि इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी..... (नाम और पदनाम), पीआरएएन..... अशक्तता(सरकारी सेवा के कारण नहीं) या निःशक्तता(सरकारी सेवा के कारण) होने पर तारीखको सेवानिवृत्त हुए। श्री/श्रीमती/कुमारी.....द्वारा प्रयोग किए गए विकल्प/केंद्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 10 के अधीन चूक विकल्प के अनुसार, अभिदाता केन्द्रीय सिविल सेवा(पेंशन) नियम, 1972 या केन्द्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अधीन फायदों का पात्र है। सरकारी कर्मचारी द्वारा प्ररूप-1 में प्रयोग किए गए विकल्प की प्रति संलग्न है। केन्द्रीय सिविल सेवा(पेंशन) नियम, 1972 या केन्द्रीय सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अनुसरण में फायदों के संवितरण के लिए आगे की कार्रवाई तदनुसार की जा रही है। केन्द्रीय सिविल सेवा (राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 16 या नियम 17 के अनुसरण में, अभिदाता के संचित पेंशन कॉर्पस में सरकार के अंशदान तथा उस पर प्रतिलाभ सरकार के खाते में अंतरित किए जाएंगे। शेष संचित पेंशन कॉर्पस अभिदाता को एकमुश्त में संदेय होगा।

या

* मुझे यह सूचित करने का निदेश हुआ है कि इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी..... (नाम और पदनाम), पीआरएएन..... अशक्तता(सरकारी सेवा के कारण नहीं) या निःशक्तता(सरकारी सेवा के कारण) होने पर तारीखको सेवानिवृत्त हुए। श्री/श्रीमती/कुमारी..... द्वारा प्रयोग किए गए विकल्प/केंद्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 10 के अधीन चूक विकल्प के अनुसार और नियम 16 तथा 17 के अनुसरण में, अभिदाता पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकासी और प्रत्याहरण) विनियम, 2015 के अनुसरण में, राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता की अधिवर्षिता पर निकासी के मामले में

यथास्वीकार्य फायदों के पात्र है। श्री/श्रीमती/कुमारी..... द्वारा प्ररूप-1 में प्रयोग किए गए विकल्प की प्रति संलग्न है। राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत हितलाभों को जारी करने के लिए पेंशन निधि विनियामक प्राधिकरण द्वारा विहित निम्नलिखित दस्तावेज (व्यक्तिगत रूप से या ऑनलाइन जमा किए गए प्ररूप के प्रिंटआउट) श्री/श्रीमती/कुमारी..... द्वारा यथाप्रस्तुत संलग्न हैं:

1.

2.

3.

4.

2. यह अनुरोध किया जाता है कि राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत फायदों को जारी करने के लिए श्री/श्रीमती/कुमारी..... के मामले पर उसके द्वारा प्रयोग किए गए विकल्प तथा पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन विकास और प्रत्याहरण) विनियम, 2015 के उपबंधों के अनुसार कार्रवाई की जा सकेगी।

भवदीय

कार्यालय अध्यक्ष

* लागू नहीं होने पर काट दें।

प्ररूप 4-ड

[नियम 24 देखें]

[सेवा में मृत्यु होने पर राष्ट्रीय पेंशन प्रणाली के अधीन अभिदाता के आहरण दस्तावेजों को लेखा अधिकारी को अग्रेषित करने के लिए पत्र का प्ररूप]

सं

भारत सरकार

..... मंत्रालय

..... विभाग/कार्यालय

तारीख.....

सेवा ,

वेतन और लेखा अधिकारी/महालेखाकार

(आहरण और संवितरण अधिकारी के माध्यम से)

विषय: श्री/श्रीमती/कुमारी.....(पीआरएन.....) के मामले - सेवा में पेंशन प्रणाली के अधीन हितलाभों के लिए दावे का प्रक्रमण।

मृत्यु होने पर राष्ट्रीय

-53-

महोदय,

* मुझे यह सूचित करने का निदेश हुआ है कि इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी.....
(नाम और पदनाम), पीआरएएन.....की तारीखको मृत्यु हो गई।
श्री/श्रीमती/कुमारी..... की मृत्यु सरकारी सेवा के कारण नहीं हुई है या सरकारी सेवा के कारण हुई है।
श्री/श्रीमती/कुमारी..... द्वारा प्रयोग किए गए विकल्प/केंद्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन)
नियम, 2021 के नियम 10 के अधीन चूक विकल्प के अनुसार, उनका परिवार केन्द्रीय सिविल सेवा(पेंशन) नियम, 1972 या केन्द्रीय
सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अधीन हितलाभों का पात्र है। केन्द्रीय सिविल सेवा(पेंशन) नियम, 1972 या केन्द्रीय
सिविल सेवा(असाधारण पेंशन) नियम, 1939 के अनुसरण में हितलाभों के संवितरण के लिए आगे की कार्रवाई तदनुसार की जा रही है।
केन्द्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन) नियम, 2021 के नियम 20 के अनुसरण में, अभिदाता के संचित पेंशन कॉर्पस
में सरकार के अंशदान तथा उस पर प्रतिलाभ सरकार के खाते में अंतरित किए जाएँगे। शेष संचित पेंशन कॉर्पस पेंशन निधि विनियामक
और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण) विनियम, 2015 के अधीन नामनिर्देशित
व्यक्ति/व्यक्तियों को एकमुश्त में संदेय होगा। यदि ऐसा नामनिर्देशन नहीं किया गया है या किया गया नामनिर्देशन अस्तित्व में नहीं है,
तो शेष संचित पेंशन कॉर्पस की राशि विधिक उत्तराधिकारी को संदेय होगी। सरकारी कर्मचारी/अभिदाता द्वारा प्ररूप-1 में प्रयोग किए
गए विकल्प की प्रति संलग्न है।

या

* मुझे यह सूचित करने का निदेश हुआ है कि इस मंत्रालय या विभाग या कार्यालय के श्री/श्रीमती/कुमारी.....
(नाम और पदनाम), पीआरएएन.....की तारीखको मृत्यु हो गई।
श्री/श्रीमती/कुमारी..... द्वारा प्रयोग किए गए विकल्प/केंद्रीय सिविल सेवा(राष्ट्रीय पेंशन प्रणाली का कार्यान्वयन)
नियम, 2021 के नियम 20 के संदर्भ में और नियम 10 के अधीन चूक विकल्प के अनुसार, उनका परिवार पेंशन निधि विनियामक और
विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण) विनियम, 2015 के अनुसरण में राष्ट्रीय पेंशन प्रणाली के
अधीन हितलाभों का पात्र है। अभिदाता द्वारा प्ररूप-1 में प्रयोग किए गए विकल्प की प्रति संलग्न है। राष्ट्रीय पेंशन प्रणाली के अधीन
सेवांत हितलाभों को जारी करने के लिए पेंशन निधि विनियामक प्राधिकरण द्वारा विहित निम्नलिखित दस्तावेज (भौतिक रूप या
ऑनलाइन जमा किए गए प्ररूप के प्रिंटआउट) कुटुम्ब के पात्र सदस्य द्वारा यथाप्रस्तुत संलग्न हैं:

1.

2.

3.

4.

2. यह अनुरोध किया जाता है कि राष्ट्रीय पेंशन प्रणाली के अधीन सेवांत फायदे जारी करने के लिए अभिदाता के मामले पर, उसके द्वारा
प्रयोग किए गए विकल्प तथा पेंशन निधि विनियामक और विकास प्राधिकरण (राष्ट्रीय पेंशन प्रणाली के अधीन निकास और प्रत्याहरण)
विनियम, 2015 के उपबंधों के अनुसार कार्रवाई की जा सकेगी।

भवदीय

कार्यालय अध्यक्ष

* लागू नहीं होने पर काट दें।

[फ़ा. सं. 57/02/2018-पी&पीडबल्यू (बी)]

संजीव नारायण माथुर, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Pension and Pensioners' Welfare)

NOTIFICATION

New Delhi, the 30th March, 2021

G.S.R. 227(E). – In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules regulating the methods of implementation of National Pension System, namely:-

1. Short title and commencement. - (1) These rules may be called the Central Civil Services (Implementation of National Pension System) Rules, 2021.

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

2. Application. - Save as otherwise provided in these rules, these rules shall apply to the Government servants, including civilian Government servants in the Defence Services, appointed substantively to civil services and posts in connection with the affairs of the Union on or after 1st day of January, 2004, but shall not apply to,-

- (a) Railway servants;
- (b) persons in casual and daily rated employment;
- (c) persons paid from contingencies;
- (d) members of the All India Services;
- (e) persons locally recruited for services in diplomatic, consular or other Indian establishments in foreign countries;
- (f) persons employed on contract;
- (g) persons whose terms and conditions of service are regulated by or under the provisions of the Constitution or any other law for the time being in force; and
- (h) persons to whom the Central Civil Services (Pension) Rules, 1972 apply in accordance with any special or general order issued by the Government.

3. Definitions. - In these rules, unless the context otherwise requires,-

- (1) (a) "Accredited Bank" in relation to a Ministry or Department or Union territory means the Reserve Bank or any bank which is appointed to transact business of the Government pertaining to that Ministry or Department or Union territory and is officially recognised for transfer of funds to the Trustee Bank;
- (b) "Accumulated Pension Corpus" means the monetary value of the pension investments accumulated in the Individual Pension Account of a subscriber under the National Pension System;
- (c) "Annuity" means periodic payment by the Annuity Service Provider to the subscriber on purchase of annuity plan out of the Accumulated Pension Corpus;
- (d) "Annuity Service Provider" means a life insurance company registered and regulated by the Insurance Regulatory and Development Authority and empanelled by the Authority for providing Annuity services to the subscribers of the National Pension System;
- (e) "Authority" means the Pension Fund Regulatory and Development Authority established under sub-section (1) of section 3 of the Pension Fund Regulatory and Development Authority Act, 2013 (23 of 2013) and include interim Pension Fund Regulatory and Development Authority set up by the Central Government through Resolutions;
- (f) "Central Recordkeeping Agency" means an agency registered under section 27 of Pension Fund Regulatory and Development Authority Act, 2013 to perform the functions of recordkeeping, accounting, administration and customer service for subscribers to schemes;
- (g) "Drawing and Disbursing Officer" means a Head of Office and also any other Gazetted Officer so designated by a Department of the Central Government, a Head of Department or an Administrator, to draw bills and make payments on behalf of the Central Government. The term shall also include a Head of Department or an Administrator where he himself discharges such function;
- (h) "Cheque Drawing and Disbursing Officer" means a drawing and disbursing officer functioning under a Ministry or Department (including Central Public Works Department, Forest Department and Departments in which the provisions of Central Public Works Account Code are authorised to be followed) or a Union

territory, who is authorised to withdraw money for specified types of payments against an assignment account opened in his favour in a specified branch of an accredited bank;

- (i) "Defence Services" means services under the Government of India in the Ministry of Defence and in the Defence Accounts Department under the control of the Ministry of Defence paid out of the Defence Services Estimates and not permanently subject to the Air Force Act, 1950 (45 of 1950) or the Army Act, 1950 (46 of 1950) or the Navy Act, 1957 (62 of 1957);
 - (j) "Emoluments" means emoluments as specified in rule 5;
 - (k) "Foreign Service" means service in which a Government servant receives his pay with the sanction of the Government from any source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union territory;
 - (l) "Government" means the Central Government;
 - (m) "Head of Department" means an authority specified in Schedule 1 to the Delegation of Financial Powers Rules, 1978, and includes such other authority or person whom the President may, by order, specify as Head of a Department;
 - (n) "Head of Office" means a Gazetted Officer declared as such under rule 14 of Delegation of Financial Powers Rules, 1978, and includes such other authority or person whom the Competent Authority may, by order, specify as Head of Office;
 - (o) "Individual Pension Account" means an account of a subscriber, executed by a contract setting out the terms and conditions under the National Pension System;
 - (p) "Local Fund administered by Government" means the fund administered by a body which, by law or rule having the force of law, comes under the control of the Government and over whose expenditure the Government retains complete and direct control;
 - (q) "National Pension System" means the contributory pension system referred to in section 20 of the Pension Fund Regulatory and Development Authority Act, 2013 whereby contributions from a subscriber are collected and accumulated in an individual pension account using a system of points of presence, a Central Recordkeeping Agency and pension funds as may be specified by regulations by Pension Fund Regulatory and Development Authority;
 - (r) "Pay and Accounts Officer" means an officer, whatever his official designation, who maintains the accounts of a Ministry, Department or Office of the Central Government or Union territory and includes an Accountant-General, who is entrusted with the functions of maintaining the accounts or part of accounts of the Central Government or Union territory;
 - (s) "Pension fund" means an intermediary which has been granted a certificate of registration under sub-section (3) of section 27 of the Pension Fund Regulatory and Development Authority Act, 2013 by the Authority as a pension fund for receiving contributions, accumulating them and making payments to the subscriber in the manner as may be specified by regulations;
 - (t) "Permanent Retirement Account Number" means a unique identification number allotted to each subscriber by the Central Recordkeeping Agency;
 - (u) "Subscriber" means a Government servant who subscribes to a scheme of a Pension fund;
 - (v) "Trustee Bank" means a banking company as defined in the Banking Regulation Act, 1949 (10 of 1949).
- (2) Words and expressions used herein and not defined but defined in the Fundamental Rules, 1922, the Central Civil Services (Pension) Rules, 1972, the Pension Fund Regulatory and Development Authority Act, 2013 or Pension Fund Regulatory and Development Authority regulations have the same meanings respectively assigned to them in those Act or Rules or Regulations.

GENERAL CONDITIONS

4. Registration into National Pension System. - (1) A Government servant to whom these rules apply, shall, immediately on joining service submit an application in Common Subscriber Registration Form or in any other form specified by the Authority along with an option form referred to in rule 10, to the Head of Office for registration to the National Pension System.

(2) The Head of Office shall on receipt of the application under sub-rule (1), ensure that the application is complete in all respects, countersign it indicating the date of receipt and send it to the Drawing and Disbursing Officer within three working days of joining of the Government servant. The Head of Office shall keep a copy of the application form for record.

(3) The Drawing and Disbursing Officer shall forward the application of individual subscriber to the Pay and Accounts Officer or Cheque Drawing and Disbursing Officer, as the case may be, within three working days from the date of receipt of the application from the Head of Office.

(4) The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, shall process the application received from the Drawing and Disbursing Officer and forward it to the Central Recordkeeping Agency through the online system within three working days from the date of receipt of the application from the Drawing and Disbursing Officer. The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer shall also forward duly signed copy of the application to the Central Recordkeeping Agency for record.

(5) The Central Recordkeeping Agency shall complete registration process and allocate a Permanent Retirement Account Number in respect of each Government servant in the form specified by the Authority as per the turn-around time specified by the Authority. After completion of the registration process, the Central Recordkeeping Agency shall communicate the Permanent Retirement Account Number to the Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, and also forward Permanent Retirement Account Number kits to the Subscriber in accordance with the process and turn-around time laid down by the Authority.

(6) The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, shall communicate Permanent Retirement Account Number (PRAN) to the concerned Drawing and Disbursing Officer immediately.

(7) The Drawing and Disbursing Officer shall communicate the Permanent Retirement Account Number (PRAN) to the Head of Office immediately.

(8) The Head of Office shall intimate the Permanent Retirement Account Number to the Subscriber and shall record the Permanent Retirement Account Number (PRAN) in the Common Subscriber Registration Form or any other form specified by the Authority submitted by the Subscriber and in the service book of the Subscriber and also paste a certified copy of the Common Subscriber Registration Form or any other form specified by the Authority in the service book of the Subscriber within five working days thereafter.

(9) The authorities referred to in sub-rule (2) to sub-rule (8) shall ensure that there is no delay in the process of registration of the Government servant in the National Pension System and crediting of first contribution in his Individual Pension Account. The first contribution of the Government servant shall be credited in his Individual Pension Account within twenty days of the date of submission of the application under sub-rule (1) or by the last date of the month in which the Government servant joined, whichever is later.

(10) In a case where the process of registration of the Government servant in the National Pension System has not been completed before the date of drawal of the salary for the first month or any subsequent month, such salary or salaries shall be paid to the Government servant after withholding the amount of contribution as determined in accordance with rule 6. The amount of the contribution withheld from the salary as well as the amount of interest payable under rule 8 shall be credited to the Individual Pension Account of the Government servant as soon as the process of generation of Permanent Retirement Account Number of Government servant in the National Pension System is completed by the Central Recordkeeping Agency and communicated to the Pay and Accounts Officer or Cheque Drawing and Disbursing Officer.

(11) Action on the option form submitted under sub-rule (1) shall be taken in accordance with rule 10.

5. Emoluments. – (1) The expression 'emoluments' for the purpose of determining the amount of mandatory contribution under the National Pension System includes basic pay as defined in rule 9 (21) (a) (i) of the Fundamental Rules, 1922, non-practicing allowance granted to medical officer in lieu of private practice and admissible dearness allowance in a calendar month.

(2) Subject to the proviso to sub-rule (1) of rule 7, if a Subscriber had been absent from duty on leave for which leave salary is payable, the amount representing pay and dearness allowance in the leave salary actually drawn shall be taken into account for emoluments for the purpose of this rule. The amount of pay, non-practicing allowance and dearness allowance, actually drawn during leave shall be taken into account as emoluments for the purpose of this rule.

(3) Subject to the proviso to sub-rule (1) of rule 7, if a Subscriber had been absent from duty or was on extraordinary leave, during whole or part of a calendar month, the pay or the amount representing pay, non-practicing allowance referred to in this rule and dearness allowance in the leave salary which he actually drew for the part of that calendar month during which he was on duty or was on leave for which leave salary is payable, shall be taken into account for emoluments for the purpose of this rule.

(4) If a Subscriber had been under suspension, the subsistence allowance drawn during the period of suspension in a calendar month shall be taken into account for emoluments for the purpose of this rule.

(5) Pay drawn by a Subscriber while on deputation in India shall be taken into account for emoluments for the purpose of this rule.

(6) In the case of a Subscriber on foreign service or deputation outside India, the pay which he would have drawn under the Government had he not been on foreign service or such deputation, shall be taken into account for emoluments.

(7) Where a retired Subscriber, who is re-employed in Government service and to whom these rules are applicable and whose pay on re-employment has been reduced by an amount not exceeding his monthly pension, the element of monthly pension by which his pay is reduced shall be included in emoluments.

6. Contribution by the Subscriber to the National Pension System.- (1) The National Pension System shall work on defined contribution basis. A Subscriber shall make a contribution of ten per cent or such other percentage as may be notified from time to time, of his emoluments to the National Pension System every month. The amount of contribution payable shall be rounded off to the next higher rupee.

(2) Contribution may be made by the Subscriber, at his option, during the period of suspension:

Provided that where, in the final orders passed by the Government on conclusion of the inquiry, the period spent under suspension is treated as duty or leave for which leave salary is payable, contributions to the National Pension System shall be determined based on the emoluments which the Subscriber becomes entitled to for the period of suspension. The difference of the amount of contribution to be deposited and the amount of contribution already deposited during the period of suspension, shall be credited to the Individual Pension Account of the Subscriber along with interest. The rate of interest for this purpose would be the rate of interest as decided by the Government from time to time for the Public Provident Fund deposits.

(3) No contribution shall be made by the Subscriber during the period of absence from duty (whether on leave or otherwise) for which no pay or leave salary is payable.

(4) During the period of transfer on deputation to a Department or organisation under the Central Government or the State Government, the Subscriber shall remain subject to these rules in the same manner, as if he was not so transferred or sent on deputation and will continue to contribute towards National Pension System based on emoluments worked out in accordance with sub-rule (5) of rule 5.

(5) Contributions in respect of any arrears of salary received by the Subscriber due to retrospective increase shall be treated as the contributions for the month in which the payments are made.

(6) The Subscriber shall contribute toward National Pension System during the period spent under probation.

(7) Deduction and crediting of contributions to the Individual Pension Account during foreign service in India or outside India, including deputation to United Nations' Secretariat or other United Nations' Bodies, the International Monetary Fund, the International Bank of Reconstruction and Development, or the Asian Development Bank or the Commonwealth Secretariat or any other International organisation, shall be regulated in accordance with the instructions issued by the Department of Personnel and Training from time to time and the procedure laid down by the Authority.

(8) The Drawing and Disbursing Officer shall deduct the contribution from the salary of the Government servant and send the bill to the Pay and Accounts Officer or Cheque Drawing and Disbursing Officer, as the case may be, along with details of contributions deducted in respect of each Subscriber on or before Twentieth day of each month.

(9) A Subscriber may, at his option, make contribution in excess of the contribution specified in sub-rule (1) in accordance with the procedure laid down by the Authority and the Government.

(10)(i) The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, based on the details of contributions in respect of each Subscriber sent by the Drawing and Disbursing Officer to Pay and Accounts Officer or Cheque Drawing and Disbursing Officer under sub-rule (8), shall prepare and upload a Subscription Contribution File and generate a Transaction ID by Twenty-fifth day of each month.

(ii) The Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer, as the case may be, shall remit the contribution to the Trustee Bank through the Accredited Bank by the last working day of each month :

Provided that the contribution for the month of March shall be remitted by the Pay and Accounts Officer or the Cheque Drawing and Disbursing Officer to the Trustee Bank through the Accredited Bank on the first working day of the month of April.

(iii) In case of delay in crediting of contribution to the Individual Pension Account of the Subscriber beyond the prescribed timeline due to factors not attributable to the Subscriber, the amount shall be credited to the Individual Pension Account of the Subscriber along with interest for the delayed period, as determined in accordance with rule

7. Contribution by the Government. - (1) The Government shall make contribution of fourteen per cent or such other percentage as may be notified from time to time, of the emoluments of a Government servant to the Individual Pension Account of the Subscriber every month. The amount of contribution payable shall be rounded off to the next higher rupee :

Provided that in cases where the leave is granted to the Subscriber on medical ground or due to his inability to join or rejoin duty on account of civil commotion; or for pursuing higher studies considered useful in discharge of his official duty,

and during such leave, leave salary is not payable or is payable at a rate which is less than full pay, the Government shall make contribution equal to fourteen per cent or such other percentage as may be notified from time to time, of the notional emoluments comprising the amount representing pay and dearness allowance in the leave salary, non-practicing allowance referred to in rule 5.

(2) Subject to the proviso to sub-rule (1), no contribution shall be made by the Government for the period during which the Subscriber is not required to make contribution in accordance with these rules.

(3) In the case of a Subscriber under suspension, contribution shall be made by the Government on the basis of the emoluments determined by taking into account the subsistence allowance paid to the Subscriber during the period of such suspension :

Provided that no contribution shall be made by the Government during the period of suspension where the Subscriber had opted not to pay his contribution during the said period of suspension :

Provided further that where, in the final orders passed by the Government on conclusion of the inquiry, the period spent under suspension is treated as duty or leave for which leave salary is payable, contributions by the Government to the National Pension System shall be determined based on the emoluments which the Subscriber becomes entitled to for the period of suspension. The difference of the amount of contribution to be deposited by the Government and the amount of contribution already deposited during the period of suspension, shall be credited to the Individual Pension Account of the Subscriber along with interest. The rate of interest for this purpose would be the rate of interest as decided by the Government from time to time for the Public Provident Fund deposits.

(4) Contribution by the Government to the Individual Pension Account during foreign service in India or outside India, including deputation to United Nations' Secretariat or other United Nations' Bodies, the International Monetary Fund, the International Bank of Reconstruction and Development, or the Asian Development Bank or the Commonwealth Secretariat or any other International organisation, shall be regulated in accordance with the orders issued by Department of Personnel and Training from time to time and the procedure laid down by the Authority.

(5) The amount of contribution payable shall be rounded off to the next higher rupee.

(6) The provisions regarding time line as applicable in the case of remittance of contribution by the Subscriber would also be applicable for remittance of contribution by the Government. In case there is a delay in crediting of contribution to the Individual Pension Account of the Subscriber beyond the prescribed timeline due to factors not attributable to the Subscriber, the amount shall be credited to the Individual Pension Account of the Subscriber along with interest for the delayed period, as determined in accordance with rule 8.

8. Interest on delayed deposit of contributions. - (1) In case of delay, due to factors not attributable to the Subscriber, in,-

- (i) commencement of monthly contributions on account of delay in registration of the Subscriber in the National Pension System beyond the time limits prescribed in rule 4; or
- (ii) deduction of monthly contribution from the salary of the Subscriber or crediting to his Individual Pension Account beyond the time limit prescribed in rule 6; or
- (iii) crediting of the monthly contributions by the Government to the Individual Pension Account of the Subscriber beyond the time limit prescribed in rule 7,

the amount of contribution may be credited to the Individual Pension Account of the Subscriber along with interest for the delayed period. The interest shall be credited to the Individual Pension Account of the employee within a period of thirty days of the crediting of the amount of contribution. The rate of interest for this purpose would be the rate of interest, as decided by the Government from time to time, for the Public Provident Fund deposits :

Provided that the rate of interest applicable for the period from 1st January, 2004 to 31st December, 2012 shall be as notified by Department of Financial Services in its Notification F. No. 1/3/2016-PR dated 31st January, 2019 and by Department of Expenditure in its Office Memorandum No. 1(21)/EV/2018 dated 12th April, 2019.

(2)(i) Every case of delay in registration of the Subscriber in the National Pension System or commencement of contributions under rule 4 or deduction and crediting of monthly contribution of the Subscriber under rule 6 or crediting of monthly contribution by the Government in the Individual Pension Account of the Subscriber under rule 7 shall be examined by the Head of Department or Chief Controller of Accounts for fixation of responsibility;

(ii) If the Head of Department or Chief Controller of Accounts is satisfied that the delay is caused on account of administrative lapse, the delinquent official or officials shall be liable to pay the amount of pecuniary loss to the Government on account of payment of interest;

(iii) The responsibility and the amount of liability on the part of the delinquent official or officials shall be determined in the same manner as in the case of delayed deduction or remittance of Tax Deduction at Source under Section 201(IA) of the Income-tax Act, 1961. This will be without prejudice to any disciplinary action which the disciplinary authority may propose to take against the official or officials responsible for the administrative lapse in this respect.

9. Investment of the Accumulated Pension Corpus. - The Accumulated Pension Corpus in respect of a Subscriber shall be invested by such pension fund or funds and in such manner as may be notified by the Authority.

10. Option to avail benefits on death or invalidation or disability of Subscriber during service. - (1) Every Government servant covered under the National Pension System shall, at the time of joining Government service, exercise an option in Form 1 for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation. Government servants, who are already in Government service and are covered by the National Pension System, shall also exercise such option as soon as possible after the notification of these rules.

(2) The option shall be exercised to the Head of Office who will accept the same after verifying all the facts submitted therein and place it in the service book. A copy of the option shall be forwarded by the Head of Office to the Central Recordkeeping Agency through the Drawing and Disbursing Officer and the Pay and Accounts Officer for their record. The Pay and Accounts Officer shall also make suitable entry in the online system indicating the details regarding the option exercised by the Government servant.

(3) (a)(i) Every Government servant shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office;

(ii) If the Government servant has no family, he shall furnish the details in Form 2 as soon as he acquires a family.

(b) The Government servant shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his child.

(c) As and when a disability referred to in the proviso to sub-rule (6) of rule 54 of the Central Civil Service (Pension) Rules, 1972 manifests itself in a child which makes him unable to earn his living, the fact shall be brought to the notice of the Head of Office duly supported by a Medical Certificate from a Medical Officer, not below the rank of a Civil Surgeon. This may be indicated in Form 2 by the Head of Office. As and when the claim for family pension arises, the legal guardian of the child may make an application supported by a fresh medical certificate from a Medical Officer, not below the rank of Civil Surgeon, that the child still suffers from the disability.

(d)(i) The Head of Office shall, on receipt of the Form 2, acknowledge receipt of the Form 2 and all further communications received from the Government servant in this behalf, countersign it indicating the date of receipt and get it pasted on the service book of the Government servant concerned;

(ii) The Head of Office on receipt of communication from the Government servant regarding any change in the size of family shall incorporate such a change in Form 2.

(4)(i) The option exercised under sub-rule (1), may be revised at any number of times by the Subscriber before his retirement by making a fresh option intimating his revised option to the Head of Office. On receipt of the revised option, the Head of Office and the Pay and Accounts Officer shall take further action as mentioned in sub-rule (2);

(ii) A Subscriber who is discharged on invalidation or disability shall be given an opportunity to submit a fresh option at the time of such discharge;

(iii) Where such Subscriber does not exercise a fresh option or is not in a position to exercise fresh option at the time of discharge, the option already exercised by the Subscriber shall become operative;

(iv) Where no option was exercised by the Subscriber and the Subscriber is not in a position to exercise an option at the time of discharge, his case will be regulated in accordance with sub-rule (6).

(5) In the case of death of a Subscriber while in service, the last option exercised by the deceased Subscriber before his death shall be treated as final and the family shall have no right to revise the option.

(6)(i) Where a Subscriber who did not exercise an option under sub-rule (1) and dies before completion of service of fifteen years or within three years of the notification of these rules, his family will be granted family pension in accordance with the provisions of the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 as the case may be, as a default option;

(ii) Where a Subscriber is discharged from Government service on invalidation or disability before completion of service of fifteen years or within three years of the notification of these rules without exercising an option under sub-rule (1), and is also not in a position to exercise an option at the time of discharge, he will be granted invalid pension or disability pension in accordance with the provisions of the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 as the case may be, as default option;

(iii) In all other cases, where no option was exercised by the Subscriber, the claim of the Subscriber on discharge from the service and that of the family on death of the Subscriber, shall be regulated in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015, as default option.

(7) In cases where the option exercised by the deceased Subscriber in accordance with sub-rule (1) or the default option in accordance with sub-rule (6) for benefit under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 becomes infructuous on account of non-availability of an eligible member of the family for grant of family pension under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939, such option would be deemed to have become invalid and the benefits admissible under the National Pension System shall be granted to the legal heir(s) of the employee in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

11. Retirement on superannuation. - A Subscriber, who is retired on his attaining the age of superannuation or, if the service of the Subscriber has been extended beyond superannuation, on expiry of such period of extension of service beyond the age of superannuation, shall be entitled to benefits as admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 to the Subscriber retiring on superannuation.

12. Retirement on completion of twenty years' regular service. - (1) At any time after a Subscriber has completed twenty years' regular service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service :

Provided that this rule shall not apply to a Subscriber, including scientist or technical expert, who is, -

- (i) on assignments under the Indian Technical and Economic Cooperation (ITEC) Programme of the Ministry of External Affairs and other aid programmes ;
- (ii) posted abroad in foreign based offices of the Ministries or Departments ;
- (iii) on a specific contract assignment to a foreign Government,

unless, after having been transferred to India, he has resumed the charge of the post in India and served for a period of not less than one year.

Explanation.- For the purposes of this rule,-

(a) "regular service" shall mean service commencing from the date of joining of a post in the Central Government on a regular basis, whether on direct recruitment or absorption or re-employment basis, and shall include past regular service, in the same or another Central Government Department, a State Government or an autonomous or statutory body, before joining the present service with proper permission, if such past service is allowed to be counted as qualifying service for the purpose of gratuity in accordance with the orders issued by the Government from time to time.

(b) periods spent on all kinds of leave (including study leave and extraordinary leave), deputation or foreign service, duly sanctioned by the competent authority, shall be treated as regular service for the purpose of this rule.

(c) service rendered on casual, ad-hoc or contract basis, before appointment on regular basis, in the same or another Central Government Department, a State Government or an autonomous or statutory body, shall not be treated as regular service for the purpose of this rule.

(2) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority :

Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(3)(a) Subscriber referred to in sub-rule (1) may make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefor.

(b) The appointing authority, on receipt of a request under clause (a), subject to sub-rule (2), may consider such request for the curtailment of the period of notice of three months on merits and if he is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months.

(4) Subscriber, who has chosen to retire under this rule and has given the necessary notice to that effect to the appointing authority, shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made at least fifteen days before the intended date of his retirement.

(5) This rule shall not apply to a Subscriber who, -

(a) retires under the Special Voluntary retirement Scheme of Department of Personnel and Training relating to voluntary retirement of surplus employees as notified by their Office Memorandum No. 25013/6/2001-Estt. (A) dated the 28th February, 2002 as amended from time to time; or

(b) retires from Government service for being absorbed in an autonomous body or a public sector undertaking.

Explanation. - For the purposes of this rule, the expression "*appointing authority*" shall mean the authority which is competent to make appointments to the service or post from which the Subscriber seeks voluntary retirement.

(6) The Subscriber, on voluntary retirement from service, shall be entitled to benefits admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 to the Subscriber retiring on superannuation.

(7) If the Subscriber intends to continue his Individual Pension Account or to defer payment of benefits under the National Pension System beyond the date of retirement, he shall exercise an option in this regard in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

13. Benefits on retirement under rule 56 of fundamental rules or under the special voluntary retirement scheme.- (1) A Subscriber,-

(i) who retires or is retired, in advance of the age of Compulsory retirement in accordance with rule 56 of the Fundamental Rules, 1922; or

(ii) who, on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme of Department of Personnel and Training as notified vide Office Memorandum No. 25013/6/2001-Estt. (A) dated the 28th February, 2002 as amended from time to time,

shall be entitled to benefits as admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 to the Subscriber retiring on superannuation :

Provided that a Subscriber who on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme of Department of Personnel and Training, shall also be entitled to the *ex-gratia* admissible under the Scheme in addition to benefits admissible under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

(2) If the Subscriber intends to continue his Individual Pension Account or to defer payment of benefits under National Pension System beyond the date of retirement, he shall exercise an option in this regard in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

14. Resignation from Government service. - (1) On resignation from a Government service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, the lump sum and the annuity out of the Subscriber's accumulated pension corpus shall be paid to him in accordance with the regulations notified by the Authority as admissible in the case of exit of a Subscriber from the National Pension System before superannuation :

Provided that such payment of lump sum withdrawal and annuity shall not be made before the expiry of a period of ninety days from the date on which the resignation becomes effective and the Subscriber is relieved of his duty :

Provided further that if the Subscriber dies before the expiry of a period of ninety days from the date on which the resignation becomes effective, the payment shall be made to the person eligible to receive such payment immediately in accordance with the regulations notified by the Authority as admissible in the case of exit of a Subscriber from the National Pension System before superannuation :

Provided also that such person may, at his option, continue to subscribe to the National Pension System with the same Permanent Retirement Account Number, as a non-Government subscriber in accordance with the regulations notified by the Authority.

(2) Where with proper permission, the resignation has been submitted to take up another appointment, whether temporary or permanent, in the same or any other Department of the Central Government or the State Government and the employees of such Department are covered by the National Pension System, the Subscriber shall continue to subscribe to the National Pension System with the same Permanent Retirement Account Number on the new appointment and shall be deemed to be a member of the National Pension System from the date he joined the Government service on a post to which he was first appointed :

Provided that where the employees of such Department or State Government are not covered by the National Pension System, the Subscriber shall be eligible to receive benefits under National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation :

Provided further that where the employees of such Department or State Government are not covered by the National Pension System, such subscriber may, at his option, continue to subscribe to the National Pension System with the same Permanent Retirement Account Number as a non-Government subscriber, in accordance with the regulations notified by the Authority, in this regard.

(3) The appointing authority may permit a person to withdraw his resignation in the public interest on the following conditions, namely: -

- (a) the person concerned was not a temporary Government servant at the time of acceptance of his resignation;
- (b) the resignation was tendered by the Government servant for some compelling reasons which did not involve any reflection on his integrity, efficiency, or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation;
- (c) during the period intervening between the date on which the resignation became effective and the date from which the request for withdrawal was made, the conduct of the person concerned was in no way improper;
- (d) the period of absence from duty between the date on which the resignation became effective and the date of which the person is allowed to resume duty as a result of permission to withdraw the resignation is not more than ninety days;
- (e) the post, which was vacated by the Government servant on the acceptance of his resignation or any other comparable post, is available.

(4) Request for withdrawal of a resignation shall not be accepted by the appointing authority where a Government servant resigns from service or post with a view to taking up an appointment in or under a private commercial company or a Corporation or Company wholly or substantially owned or controlled by the Government or a Body controlled or financed by the Government.

(5) When an order is passed by the appointing authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service.

15. Benefit on absorption in or under a corporation, company or body. - (1) A Subscriber who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a Body controlled or financed by the Central Government or a State Government, shall be deemed to have retired from service from the date of such absorption and shall be eligible to receive benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation:

Provided that the Subscriber shall continue to subscribe to the National Pension System with the same Permanent Retirement Account Number in the new organisation if the same system exists in the new organisation and in that case he shall not receive any benefit under the National Pension System at the time of such absorption but shall receive benefits after exit from the new body or organisation, etc. where Subscriber has been absorbed :

Provided further that where the employees of such autonomous or statutory body or public sector undertaking are not covered by the National Pension System, such subscriber may, at his option, continue to subscribe to the National

Pension System with the same Permanent Retirement Account Number as a non-Government subscriber, in accordance with the regulations notified by the Authority.

(2) The provisions under sub-rule (1) shall also apply to the Subscribers who, on conversion of the Government Department in which they were working, into a public sector undertaking or autonomous body controlled or financed by the Central Government, are absorbed in such public sector undertaking or autonomous body.

(3) The provisions under sub-rule (1) shall also apply to the Subscribers who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of Central Government and State Governments or Union territory Administrations or under the joint control of two or more State Governments or Union territory Administrations.

Explanation (1). - Date of absorption shall be, in case, a Subscriber, -

(i) joins a corporation or company or body on immediate absorption basis, the date on which he actually joins that corporation or company or body;

(ii) initially joins a corporation or company or body on foreign service terms, the date from which his unqualified resignation is accepted by the Government; and

(iii) joins a corporation or company or body on conversion of a Government department into a public sector undertaking or autonomous body, the date from which his option to be absorbed in that corporation or company or body is accepted by the Government.

Explanation (2). - For the purposes of this rule, body means autonomous body or statutory body.

16. Entitlement on retirement on invalidation. - (1) The case of a Subscriber acquiring a disability, where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, shall be governed by the provisions of the said section:

Provided that such Subscriber shall produce a disability certificate from the competent authority as prescribed under the Rights of Persons with Disabilities Rules, 2017.

(2) If a Subscriber, in a case where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, intends to retire from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service, he may apply to the Head of Department for benefits on retirement on invalidation :

Provided that an application for benefits on retirement on invalidation submitted by the spouse of the Subscriber failing which by a member of the family of the Subscriber may also be accepted, if the Head of Department is satisfied that the Subscriber himself is not in a position to submit such application on account of the bodily or mental infirmity :

Provided further that where a Subscriber, who has acquired a disability and in whose case the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, intends to retire under this rule, the Subscriber shall be advised that he has the option of continuing in service with the same pay matrix and service benefits which he is otherwise entitled to. In case, the Subscriber does not withdraw his request for retirement under this rule, his request may be processed in accordance with the provisions of this rule.

(3) The Head of Office or the Head of Department shall, on receipt of an application under sub-rule (2), within fifteen days of the receipt of such application, request the concerned authority for examination of the Subscriber within thirty days of receipt of such request, by the following medical authority, -

(a) a Medical Board in the case of a Gazetted Government servant and of a non-Gazetted Government servant whose pay, as defined in sub-rule (21) of rule 9 of the Fundamental Rules, exceeds fifty- four thousand rupees per mensem ;

(b) Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in other cases.

The medical authority shall also be supplied by the Head of the Office or Department in which the Subscriber is employed with a statement of what appears from official records to be the age of the Subscriber, and if a service book is being maintained for the Subscriber, the age recorded therein should be reported. A copy of the letter requesting for examination by the medical authority shall be endorsed to the Subscriber.

(4) The Subscriber shall appear before the concerned medical authority for medical examination on the date fixed by that authority. The medical authority shall examine the Subscriber to ascertain whether or not the Subscriber is fit for further service or whether he is fit for further service of less laborious character than that which he had been doing.

(5) No medical certificate of incapacity for service may be granted unless the medical authority has received a request from the Head of his Office or Head of Department for medical examination of the Subscriber.

(6) A lady doctor shall be included as a member of the Medical Board when a woman candidate is to be examined.

(7) Where the medical authority referred to in sub-rule (3), has found a Subscriber mentioned in sub-rule (2) not fit for further service or has found him fit for further service of less laborious character than that which he had been doing, it shall issue a Medical Certificate in Form 3. If the Subscriber is found to be unfit for further service, he may be granted benefits on retirement on invalidation.

(8) If the Subscriber, has been found to be fit for further service of less laborious character than that which he had been doing, he shall, provided he is willing to be so employed, be employed on lower post and if there be no means of employing him even on a lower post, he may be granted benefits on retirement on invalidation.

(9) Where a Subscriber, who had exercised option or in whose case the default option under rule 10 is for availing benefits under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939, and in whose case the provision of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, retires on account of any bodily or mental infirmity which permanently incapacitates him for the service, further action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Pension) Rules, 1972.

(10) If the Subscriber, avails the benefits under the Central Civil Services (Pension) Rules, 1972 in accordance with sub-rule (9), the individual pension account of the Subscriber shall be closed and the Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid to the Subscriber in lump sum.

(11) Where a Subscriber, who had exercised option or in whose case the default option under rule 10 of these rules is for availing benefits under the National Pension System and in whose case the provision of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, retires from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service, he may be granted benefits in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of a Subscriber on superannuation.

(12) If a Subscriber, who has become eligible to avail the benefits under the National Pension System in accordance with sub-rule (11), intends to continue his Individual Pension Account or to defer payment of benefits under the National Pension System beyond the date of retirement, he shall exercise an option in this regard in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

17. Entitlement on boarding out from service on account of disablement. - (1) Where a Subscriber, who had exercised option or in whose case the default option under rule 10 is for availing benefits under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939, is boarded out on account of disablement attributable to Government service, further action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Extraordinary Pension) Rules, 1939.

(2) If the Subscriber avails the benefits under the Central Civil Services (Extraordinary Pension) Rules, 1939 in accordance with sub-rule (1), the individual pension account of the Subscriber shall be closed and the Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid to the Subscriber in lump sum.

(3) Where a Subscriber, who had exercised option or in whose case the default option under rule 10 of these rules is for availing benefits under the National Pension System, is boarded out on account of disablement attributable to Government service, he may be granted benefits in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of a Subscriber on superannuation.

(4) If a Subscriber, who has become eligible to avail the benefits under the National Pension System in accordance with sub-rule (3) intends to continue his Individual Pension Account or to defer payment of benefits under the National Pension System beyond the date of retirement, he shall exercise an option in this regard in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

18. Effect of compulsory retirement or dismissal or removal from Government service. - (1) Where a Subscriber, is compulsorily retired from service as a penalty or is dismissed or removed from Government service, the lump sum and the annuity out of his accumulated pension corpus shall be paid to him in accordance with the regulations notified by the Authority payable to the Subscriber as admissible in the case of exit of a Subscriber from the National Pension System before superannuation :

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Provided that the Subscriber, at his option, may continue to subscribe to the National Pension System with the same Permanent Retirement Account Number as a non-Government subscriber, in accordance with the regulations notified by the Authority.

(2) Sub-rule (1) shall be without prejudice to any action being taken in such cases in respect of gratuity and other retirement benefits not covered by these rules and those benefits shall be regulated in accordance with the rules as applicable to such benefits.

19. Effect of departmental or judicial proceedings pending on retirement.- (1) Departmental or judicial proceedings, which were instituted while the Subscriber was in service but are not concluded before retirement or the judicial proceedings instituted after retirement of the Subscriber, shall not affect the benefits payable to the Subscriber out of his accumulated pension corpus and the lump sum and the annuity out of his accumulated pension corpus shall be paid to him in accordance with the regulations notified by the Authority as admissible in the case of exit of a Subscriber from the National Pension System on superannuation.

(2) The provision under sub-rule (1) shall be without prejudice to any action being taken in such cases in respect of gratuity and other retirement benefits not covered by these rules and those benefits shall be regulated in accordance with the rules as applicable to such benefits.

20. Entitlement for family on death of a Subscriber. - (1) On death of, -

(a) a Subscriber, who had exercised option or in whose case the default option under rule 10 is for availing benefits under the Central Civil Services (Pension) Rules, 1972 or Central Civil Services (Extraordinary Pension) Rules, 1939; or

(b) a retired Subscriber, who was in receipt of an Invalid Pension under the Central Civil Services (Pension) Rules, 1972 in terms of rule 16 or a disability pension under the Central Civil Services (Extraordinary Pension) Rules, 1939 in terms of rule 17,

further action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Pension) Rules, 1972 :

Provided that if the death is attributable to Government service, further action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Extraordinary Pension) Rules, 1939 subject to fulfillment of all the conditions for grant of benefits under those rules.

(2) If on death of the Subscriber, benefits are payable to the family under the Central Civil Services (Extraordinary Pension) Rules, 1939 or the Central Civil Services (Pension) Rules, 1972 in accordance with sub-rule (1), the Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid in lump sum to the person(s) in whose favour a nomination has been made under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015. If there is no such nomination or if the nomination made does not subsist, the amount of remaining accumulated pension corpus shall be paid to the legal heir(s).

(3) In the case of death of a Subscriber who had exercised option or in whose case the default option under rule 10 is for availing benefits under the National Pension System, such benefits may be granted in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

21. Preparation of list of Subscriber due for retirement. - (1) Every Head of Department shall have a list prepared every three months, that is, on the 1st January, 1st April, 1st July and 1st October each year of all Subscribers who are due to retire within the next twelve to fifteen months from that date.

(2) A copy of every such list, as specified in sub rule (1), shall be supplied to the Pay and Accounts Officer concerned not later than the 31st January, 30th April, 31st July or the 31st October, as the case may be, of that year.

(3) In the case of a Subscriber retiring for reasons other than by way of superannuation, the Head of Office shall promptly inform the Drawing and Disbursing Officer and the Pay and Accounts Officer concerned, as soon as the fact of such retirement becomes known to him.

(4) A copy of intimation sent by the Head of Office to the Pay and Accounts Officer under sub-rule (3) shall also be endorsed to the Directorate of Estates, if the Subscriber concerned is an allottee of Government accommodation.

22. Intimation to the Directorate of Estates regarding issue of "no demand certificate".- (1) The Head of Office shall write to the Directorate of Estates at least one year before the anticipated date of retirement of the Subscriber who was or is in occupation of a Government accommodation (hereinafter referred to as allottee) for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the allottee.

(2) On receipt of the intimation under sub-rule (1), the Directorate of Estates shall take further action as required.

23. Submission of claim for benefits under the National Pension System on superannuation. - (1) A Subscriber shall have the option for submission of claim for benefit under the National Pension System through a mode, as specified by the Authority from time to time.

(2) Every Subscriber shall, six months before the date on which he is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier, submit to the Head of Office, duly filled withdrawal Form prescribed by the Authority along with the documents mentioned in the withdrawal form. In other cases of retirement or exit from the National Pension System, the Subscriber shall submit to the Head of Office, duly filled withdrawal Form prescribed by the Authority along with the documents mentioned in the withdrawal Form immediately after issue of orders of the competent authority for such retirement or exit. Where the Subscriber has submitted the claim through online mode, he shall submit a *signed* copy of the print-out of the said withdrawal Form along with the documents mentioned in the withdrawal Form.

(3) The National Pension System shall generate claim IDs and inform nodal officers, i.e. the Pay and Accounts Officers or the Cheque Drawing and Disbursing Officers six months before the date of retirement for those Subscribers who shall retire on superannuation in the next six months.

24. Completion and forwarding of papers for benefits under National Pension System. - (1) The Head of office shall complete the papers on his part and forward the same to the Pay and Accounts Officer through the Drawing and Disbursing Officer with a covering letter in the Form mentioned below, namely : -

Mode of retirement or exit.	Form of covering letter.
Superannuation or Voluntary Retirement or Premature retirement under rule 56(j) of Fundamental Rules or Special Voluntary Retirement Scheme of Department of Personnel and Training.	Form 4-A.
Technical Resignation or Absorption in an autonomous body or Public Sector Undertaking.	Form 4-B.
Resignation or Compulsory Retirement as a measure of penalty or Dismissal or Removal from service.	Form 4-C.
Retirement on Invalidation or Disablement.	Form 4-D.
Death during service.	Form 4-E.

(2) In the case of a Subscriber retiring on superannuation, the Head of Office shall forward the complete papers to the Pay and Accounts Officer through the Drawing and Disbursing Officer not later than four months before the date of retirement of the Subscriber and in other cases, not later than one month after the date of retirement or exit of the Subscriber. The Head of Office shall retain a copy of each of the forms and documents referred to in sub-rule (1) for his record.

(3) After processing the withdrawal request in the online system of Central Recordkeeping Agency in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015, the Pay and Accounts Officer shall forward the documents referred to in sub-rule (1) and sub-rule (2) to the Central Recordkeeping Agency not later than one month before the date of retirement of Subscriber.

(4) In case the Subscriber intends to continue his Individual Pension Account or to defer payment of benefits under the National Pension System beyond the date of superannuation or exit, he shall exercise an option in this regard and send it to the Pay and Accounts Officer through the Drawing and Disbursing Officer not later than fifteen days before the date of superannuation. Such option shall be processed by the Pay and Accounts Officer in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

25. Subscribers on deputation. - (1) In the case of Subscriber who retires while on deputation to another Central Government Department, action to authorise benefits in accordance with the provisions of this rule shall be taken by the Head of Office of the borrowing Department.

(2) In the case of a Subscriber who retires from service, while on deputation to a State Government or while on foreign service, action to authorise benefits in accordance with the provisions of this rule shall be taken by the Head of Office or the Cadre authority which sanctioned deputation to the State Government or to foreign service.

26. Date of retirement to be notified. - When a Subscriber retires from service, -

- a notification in the Official Gazette in the case of a Gazetted Subscriber; and
- an office order in the case of a non-Gazetted Subscriber,

shall be issued specifying the date of retirement within a week of such date and a copy of every such notification or office order, as the case may be, shall be forwarded immediately to the Pay and Accounts Officer.

27. Interpretation. - Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government in the Ministry of Personnel, Public Grievances and Pensions for decision.

28. Power to relax. - Where any Ministry or Department of the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, the Ministry or Department, as the case may be, may, by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner :

Provided that no such order shall be made except with the concurrence of the Ministry of Personnel, Public Grievances and Pensions.

29. Power of Central Government to provide for residual matters. - (1) Any related issues not specifically covered in these rules, shall be decided in terms of the relevant provisions in this regard contained in the Central Civil Services (Pension) Rules, Fundamental Rules, Supplementary Rules or any general or special order issued by the Government provided it is not repugnant to or inconsistent with the provisions of these rules.

(2) The Central Government may issue orders or instructions to regulate any matter for which there is no provision in the rules made or deemed to have been made under these rules and, until such rules are made, such matters shall be regulated as per orders or instructions issued from time to time.

30. Repeal and saving. - On the commencement of these rules, every order, instruction or Office Memorandum in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate. Anything done or any action taken under those order, instruction or Office Memorandum shall be deemed to have been taken under the corresponding provisions of these rules.

Form 1

OPTION TO AVAIL BENEFITS IN CASE OF DEATH OR DISCHARGE ON INVALIDATION OR DISABILITY OF GOVERNMENT SERVANT / SUBSCRIBER DURING SERVICE

[See rule 10)

* I,, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or Death during service, benefits under CCS(Pension) Rules, 1972 or CCS(Extraordinary Pension) Rules, 1939 as the case may be, may be paid to me or my family.

OR

* I,, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or Death during service, benefits may be paid to me or my family, as the case may be, based on the accumulated pension corpus in the Individual Pension Account under the National Pension System in accordance with the CCS(Implementation of National Pension System) Rules, 2021.

Signature of Government servant / Subscriber

Name-----

Designation-----

Office in which employed-----

Telephone No.-----

Place and date:

This option supersedes any other option made by me earlier.

* Completely strike out the benefits for which option is not intended to be made.

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(To be filled in by the Head of Office or authorised Gazetted Officer)

Received the option dated, under CCS(Implementation of National Pension System) Rules, 2021

made by Shri/Smt./Kumari....., Designation.....

Office.....

Entry of receipt of option has been made in page Volume..... of Service Book.

Signature,

Name and Designation of Head of Office or authorized Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death/ invalidation.

FORM 2**Details of Family**

[See rule 10(3)]

Important

1. The original Form submitted by the Government servant / Subscriber is to be retained. All additions or alterations are to be communicated by the Government servant/retired Government servant / Subscriber alongwith the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Subscriber should submit the details of family afresh at the time of retirement.
2. The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.
3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.
4. Wife and husband shall include judicially separated wife and husband.
5. The retired Government servant shall attach the details of change in family structure after retirement in the proforma prescribed under Dept. of P.& P.W., O.M No. 1 (23)-P.&P. W/91-E, dated the 4th November, 1992.
6. Copies of birth certificates to be attached. Copies of any other relevant certificates, if available, should be attached.

Name of the Government servant / Subscriber		Designation		Nationality	
---	--	-------------	--	-------------	--

Details of family members:

S.N.	Name (Please see notes below before filling)	Date of birth DD/MM/YYYY	Aadhaar no.* (optional)	Relationship with Govt. servant/retired Government servant / Subscriber	Marital status	Remarks	Dated signature of Head of Office
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							

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2.							
3.							
4.							
5.							
6.							
7.							
8.							

I hereby undertake to keep the above particulars up to date by notifying to the Head of Office any addition or alteration.

E-mail:(Optional)

Place:

Mobile:(Optional)

Date

(Signature)

**Providing Aadhaar No. is optional. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORM 03

(See rule 16)

Form of Medical Certificate

Certified that I/(We) have carefully examined(name of the Government servant / Subscriber)
son of, a(Designation) in the
I/(We) considerto be completely and permanently incapacitated for further service of any kind in the
Department to which he belongs to consequence of(here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

“ I am / we are of opinion that is fit for further service of a less laborious character than that which he had been doing/may, after resting for months, be fit for further service of less laborious character than that which he had been doing.”

Place.....

Dated the

Medical Authority

FORM 4- A

[See rule 24]

[Form of letter to the Accounts Officer forwarding the withdrawal papers of a Subscriber under the National Pension System on superannuation or voluntary retirement or Premature retirement or Special Voluntary retirement]

No

Government of India

Ministry / Department/Office of

Dated the

To,

The Pay and Accounts Officer/Accountant-General

(Through - the Drawing and Disbursing Officer).

Sub: Processing of claim for benefits under the National Pension System on retirement on superannuation or voluntary retirement or Premature retirement or Special Voluntary retirement- case of Shri/Smt./Km..... (PRAN

Sir,

I am directed to say that:

* Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry/ Department/office is due for retirement on superannuation on

OR

* A notice for voluntary retirement of Shri /Smt. /Km..... (name and designation), PRAN..... of this Ministry or Department or office with effect fromunder rule 12 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 or rule 56 (k) of the Fundamental Rules or Special Voluntary Retirement Scheme of Department of Personnel and Training has been accepted by the competent authority. A copy of the order issued in this regard is enclosed.

OR

* An order for retirement of Shri /Smt. /Km..... (name and designation), PRAN..... of this Ministry or Department or office under rule 56 (j) of the Fundamental Rules with effect fromhas been issued by the competent authority. A copy of the order issued in this regard is enclosed.

2. The following documents (in physical form or print-out of forms submitted online) prescribed by the Pension Fund Regulatory and Development Authority for release of terminal benefits under the National Pension System are enclosed:

- 1.
- 2.
- 3.
- 4.

3. On retirement from service, in accordance with rule 11/rule 12/rule 13, Shriis entitled to benefits under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension

System) Regulations, 2015 as admissible to the Subscribers retiring on superannuation. It is requested that the case of the Government servant / Subscriber for release of terminal benefits under the National Pension System may be processed accordingly.

Yours faithfully,

Head of Office

* Strike out if not applicable.

FORM 4-B

[See rule 24]

[Form of letter to the Accounts Officer forwarding the withdrawal papers of a Subscriber under the National Pension System on absorption in an autonomous body or Public Sector Undertaking]

No

Government of India

Ministry / Department/Office of

Dated the

To

The Pay and Accounts Officer/Accountant-General

(Through - the Drawing and Disbursing Officer).

Sub: Processing of claim for benefits under the National Pension System on absorption in an autonomous body or Public Sector Undertaking or resigned on technical ground - case of Shri /Smt. /Km..... (PRAN)

Sir,

I am directed to say that Shri/Smt./Km.....(name and designation), PRAN....., of this Ministry or Department or office is deemed to have retired from Government service w.e.f. on absorption in , an autonomous body or Public sector undertaking or resigned on technical ground. A copy of order of his relieving from this Ministry or Department or office is enclosed.

2 * Since the scheme of the National Pension System exists in the new organisation, the Subscriber shall continue to subscribe to the National Pension System with the same Permanent Retirement Account Number in the new organisation. He shall not receive any benefit under the National Pension System at the time of such absorption but shall receive benefits after exit from the new body or organisation, etc. where Subscriber has been absorbed.

OR

* Since the scheme of the National Pension System does not exist in the new organisation, in accordance with rule 15 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, he or she shall be eligible to receive benefits under National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation. The following documents (in physical form or print-out of forms submitted online) prescribed by the Pension Fund Regulatory and Development Authority for release of terminal benefits under the National Pension System are enclosed:

- 1.
- 2.
- 3.
- 4.

3. It is requested that the case of the Subscriber may be processed for transfer of the NPS Account toor release of terminal benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation.

Yours faithfully,

Head of Office

* Strike out if not applicable.

FORM 4- C

[See rule 24]

[Form of letter to the Accounts Officer forwarding the withdrawal papers of a Subscriber under the National Pension System on resignation or compulsory retirement as a measure of penalty or dismissal or removal from service]

No

Government of India

Ministry / Department/Office of

Dated the

To ,

The Pay and Accounts Officer/Accountant-General

(Through - the Drawing and Disbursing Officer).

Sub: Processing of claim for benefits under the National Pension System on resignation or compulsory retirement as a measure of penalty or dismissal or removal from service of Shri /Smt. /Km.....PRAN
.....)

Sir,

I am directed to say that:

* A penalty of compulsory retirement has been imposed on Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry or Department or office vide Order No.dated (Copy enclosed). Accordingly, Shri/Smt./Km.....stands compulsorily retired from Government service with effect from

OR

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* A penalty of dismissal or removal from service has been imposed on Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry or Department or office vide Order No.dated(Copy enclosed). Accordingly, Shri/Smt./Km.....stands dismissed/ removed from Government service with effect from

OR

* Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry or Department or office has resigned from Government service with effect from A copy of the Order No.dated for acceptance of resignation is enclosed.

2. In terms of rule 17 or rule 14 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, the Subscriber is eligible for benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber before superannuation.

3. The following claim papers (in physical form or print-out of forms submitted online) prescribed by the Pension Fund Regulatory and Development Authority for release of terminal benefits under the National Pension System are enclosed:

- 1.
- 2.
- 3.
- 4.

4. It is requested that the case of the Subscriber for release of terminal benefits under the National Pension System may be processed in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber before superannuation.

Yours faithfully,

Head of Office

* Strike out if not applicable.

FORM 4-D

[See rule 24]

[Form of letter to the Accounts Officer forwarding the withdrawal papers of a Subscriber under the National Pension System on retirement on invalidation or disablement]

No

Government of India

Ministry /Department/Office of

Dated the

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To

The Pay and Accounts Officer/Accountant-General

(Through - the Drawing and Disbursing Officer).

Sub: Processing of claim for benefits under the National Pension System on retirement on invalidation or disablement of Shri /Smt. /Km..... (PRAN)

Sir,

* I am directed to say that Shri/Smt./Km.....(name and designation), PRAN of this Ministry or Department or office retired on invalidation (not attributable to Government service) or disablement (attributable to Government service) on As per the option exercised by Shri/Smt./Km...../ default option under rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, the Subscriber is eligible for benefits under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939. A copy of the option exercised by the Government servant in Form -1 is enclosed. Further action for disbursement of benefits in accordance with the Central Civil Services (Pension) Rules, 1972 or Central Civil Services (Extraordinary Pension) Rules, 1939 is being taken accordingly. In accordance with rule 16 or rule 17 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, the Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid in lump sum to the Subscriber.

OR

* I am directed to say that Shri/Smt./Km.....(name and designation), PRAN of this Ministry or Department or office retired on invalidation (not attributable to Government service) or disablement (attributable to Government service) on As per the option exercised by Shri/Smt./Km...../ default option under Rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 and in accordance with rule 16 or rule 17, the Subscriber is eligible for benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation. A copy of the option exercised by Shri/Smt./Km.....in Form -1 is enclosed. The following documents (in physical form or print-out of forms submitted online) prescribed by the Pension Fund Regulatory and Development Authority for release of terminal benefits under the National Pension System, as submitted by the Shri/Smt./Km..... are also enclosed:

- 1.
- 2.
- 3.
- 4.

2. It is requested that the case of Shri/Smt./Km.....for release of terminal benefits under the National Pension System may be processed in accordance with the option exercised by him or her and the provisions of the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

Yours faithfully,

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Head of Office

* Strike out if not applicable.

FORM 4- E

[See rule 24]

[Form of letter to the Accounts Officer forwarding the withdrawal papers of a Subscriber under the National Pension System on death in service]

No

Government of India

Ministry / Department/Office of

Dated the

To,

The Pay and Accounts Officer/Accountant-General

(Through - the Drawing and Disbursing Officer).

Sub: Processing of claim for benefits under the National Pension System on death in service- case of Shri /Smt. /Km..... (PRAN

Sir,

* I am directed to say that Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry or Department or office died on The death of Shri/Smt./Km..... is not attributable to Government service or attributable to Government service. As per the option exercised by Shri/Smt./Km....., default option under rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, his family is eligible for benefits under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939. Further action for disbursement of benefits to the family in accordance with the Central Civil Services (Pension) Rules, 1972 or Central Civil Services (Extraordinary Pension) Rules, 1939 is being taken accordingly. In accordance with rule 20 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, the Government contribution and returns thereon in the accumulated pension corpus of the Subscriber shall be transferred to Government account. The remaining accumulated pension corpus shall be paid in lump sum to the person(s) in whose favour a nomination has been made under the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015. If there is no such nomination or if the nomination made does not subsist, the amount of remaining accumulated pension corpus shall be paid to the legal heir(s). A copy of the option exercised by the Government servant / Subscriber in Form -1 is enclosed.

OR

* I am directed to say that Shri/Smt./Km.....(name and designation), PRAN..... of this Ministry or Department or office died on As per the option exercised by Shri/Smt./Km....., default option under rule 10 and in terms of rule 20 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, his family is eligible for benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015. A copy of the option exercised by the Subscriber in Form -1 is enclosed. The following documents (in physical form or print-out of forms submitted online) specified by the Pension Fund Regulatory and Development Authority for release of terminal benefits under the National Pension System, as submitted by the eligible member of the family are enclosed:

- 1.
- 2.
- 3.
- 4.

2. It is requested that the case of the Subscriber for release of terminal benefits under the National Pension System may be processed in accordance with the option exercised by him or her and the provisions of the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

Yours faithfully,

Head of Office

* Strike out if not applicable.

[F. No. 57/02/2018-P&PW(B)]
SANJIV NARAIN MATHUR, Jt. Secy.

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Pension and Pensioners' Welfare)

NOTIFICATION

New Delhi, the 23rd September, 2021

G.S.R. 658(E). – In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

CHAPTER I

1. **Short title and commencement.-** (1) These rules may be called the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021.

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

2. **Application.-** Save as otherwise provided in these rules, these rules shall apply to the Government servants including civilian Government servants in the Defence Services, appointed substantively to civil services and posts in connection with the affairs of the Union on or after the 1st day of January 2004, and to whom the Central Civil Services (Implementation of National Pension System) Rules, 2021 apply :

Provided that in the case of a Government servant who dies during service or is boarded out on account of disablement or retires on invalidation and who had exercised option under rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 for availing benefits under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939, payment of gratuity shall be made in accordance with the said rules.

3. **Definitions. -** In these rules, unless the context otherwise requires, -

- (1) (a) 'Accounts Officer' means an officer, whatever his official designation, of a Ministry or Department functioning under the scheme of departmentalisation of accounts, who, *inter-alia* is responsible for receipts, payments, Internal Audit and accounting functions of an office or Department or Ministry of the Central Government or Union territory and includes officers subordinate to the Accountant General who is entrusted with the function of maintaining the accounts or part of accounts of the Central Government or Union territory;
- (b) 'allottee' means a Government servant to whom Government accommodation has been allotted on payment of license fee or otherwise ;
- (c) 'average emoluments' means average emoluments as determined in accordance with rule 7;
- (d) 'Emoluments' means emoluments referred to in rule 6;
- (e) 'Form' means a Form appended to these rules ;
- (f) 'Government' means the Central Government ;
- (g) 'Government dues' means dues referred to in sub-rule (3) of rule 45;
- (h) 'gratuity' includes retirement gratuity and death gratuity payable under these rules;
- (i) 'Minor' means a person who has not completed the age of eighteen years ;
- (j) 'Qualifying service' means the service rendered while on duty or otherwise which shall be taken into account for the purpose of payment of gratuity admissible under these rules;
- (k) 'Service Book' includes service roll, if any.

(2) Words and expressions used herein and not defined but defined in the Fundamental Rules, 1922 or the Central Civil Services (Implementation of National Pension System) Rules, 2021 shall have the meanings as respectively assigned to them in those rules.

CHAPTER II

GENERAL CONDITIONS

4. **Regulation of claims to gratuity.** - (1) Any claim to gratuity shall be regulated by the provisions of these rules in force at the time when a Government servant retires or is retired or is discharged or is allowed to resign from service or dies, as the case may be.

(2) The day on which a Government servant retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as his last working day and the date of death of a Government servant shall also be treated as a working day.

5. **Right of President to withhold gratuity.** - (1) The President reserves to himself the right of withholding gratuity, either in full or in part, and of ordering recovery from gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings instituted while the Government servant was in service, the retired Government servant is found guilty of grave misconduct or negligence :

Provided that the Union Public Service Commission shall be consulted before any final orders are passed by the President under this rule:

(2) (a) The departmental proceedings referred to in sub-rule (1), shall, after the retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service :

Provided that in all cases where the departmental proceedings are instituted by an authority subordinate to the President, that authority shall submit a report recording its findings to the President.

(b) No gratuity shall be payable to the Government servant until the conclusion of the departmental or judicial proceedings referred to in sub-rule (1) and issue of final orders thereon.

(3) The President may at any time, either on his own motion or otherwise call for the records of any inquiry and revise any order made under these rules and may confirm, modify or set aside the order, or remit the case to an authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case, or pass such other order as he may deem fit :

Provided that no order enhancing the amount of gratuity to be withheld or withdrawn, shall be made.

(4) The President may at any time, either on his own motion or otherwise review any order passed under these rules, where extenuating or special circumstances exist to warrant such review or when any new material or evidence which could not be produced or was not available at the time of passing of the order under review and which has the effect of changing the nature of the case, has come, or has been brought, to his notice :

Provided that no order enhancing the amount of gratuity to be withheld or withdrawn, shall be made.

(5) For the purpose of this rule, -

(a) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the Government servant or pensioner, or if the Government servant has been placed under suspension from an earlier date, on such date ; and

(b) judicial proceedings shall be deemed to be instituted -

(i) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes cognizance, is made, and

(ii) in the case of civil proceedings, on the date the plaint is presented in the court.

CHAPTER III

EMOLUMENTS AND AVERAGE EMOLUMENTS

6. **Emoluments.** - (1) The expression 'emoluments' for the purpose of determining the amount of gratuity payable under these rules shall include the basic pay as defined in rule 9 (21) (a) (i) of the Fundamental Rules, 1922, which a Government servant was receiving immediately before his retirement or on the date of his death and shall also include non-practicing allowance granted to medical officer in lieu of private practice.

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Explanation. - For the purposes of this sub-rule, stagnation increment shall be treated as emoluments for calculation of gratuity.

(2) Where a Government servant immediately before his retirement or death while in service had been absent from duty or was on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be the emoluments for the purposes of this rule:

Provided that any increase in pay [other than the increment referred to in sub-rule (5)] which is not actually drawn shall not form the part of his emoluments.

(3) Where a Government servant immediately before his retirement or death while in service had proceeded on leave for which leave salary is payable after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the Government servant would have continued to hold the higher appointment but for his proceeding on leave.

(4) Where a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purposes of this rule.

(5) Where a Government servant immediately before his retirement or death while in service, was on earned leave, and earned an increment which was not withheld, such increment though not actually drawn, shall form part of his emoluments :

Provided that the increment was earned during the currency of the earned leave not exceeding one hundred and twenty days, or during the first one hundred and twenty days of earned leave where such leave was for more than one hundred and twenty days.

(6) Pay drawn by a Government servant while on deputation to another Central Government Department and to the Armed Forces of India shall be treated as emoluments.

(7) Pay drawn by a Government servant while on foreign service shall not be treated as emoluments, and the pay which he would have drawn under the Government had he not been on foreign service shall alone be treated as emoluments.

(8) Where a pensioner who is re-employed in Government service and whose pay on re-employment has been reduced by an amount not exceeding his monthly pension, the element of monthly pension by which his pay is reduced shall be treated as emoluments.

7. Average emoluments.- (1) Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last ten months of his service.

(2) Where during the last ten months of his service, a Government servant had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments :

Provided that any increase in pay [other than the increment referred to in sub-rule (4)] which is not actually drawn shall not form the part of his emoluments.

(3) Where during the last ten months of his service, a Government servant had been absent from duty on extraordinary leave, or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the ten months shall be included and in order that the fractions of a month, when added, worked out to one full month, a month for this purpose shall be reckoned as consisting of thirty days.

(4) Where a Government servant who was on earned leave during the last ten months of his service and earned an increment, which was not withheld, such increment though not actually drawn shall be included in the average emoluments :

Provided that the increment was earned during the currency of the earned leave not exceeding one hundred and twenty days or during the first one hundred and twenty days of earned leave where such leave was for more than one hundred and twenty days.

CHAPTER IV QUALIFYING SERVICE

8. **Commencement of qualifying service.** - Subject to the provisions of these rules, qualifying service of a Government servant shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity :

Provided that officiating or temporary service is followed without interruption by substantive appointment in the same or another service or post.

9. **Conditions subject to which service qualifies.** - (1) The service of a Government servant shall not qualify, unless his duties and pay are regulated by the Government, or under conditions determined by the Government.

Explanation. - For the purposes of this sub-rule, the expression "service" means service under the Government and paid by that Government from the Consolidated Fund of India or a Local Fund administered by that Government.

(2) In the case of Government servant belonging to a State Government who is permanently transferred to a service or post to which these rules apply, the continuous service rendered under the State Government in an officiating or temporary capacity, if any, followed without interruption by substantive appointment, or the continuous service rendered under that Government in an officiating or temporary capacity, as the case may be, shall qualify.

10. **Counting of service on probation.** - Service on probation against a post if followed by confirmation in the same or another post shall qualify.

11. **Counting of service as apprentice.** - Service as an apprentice shall not qualify, except in the case of Subordinate Audit or Account Services (S.A.S.) apprentice in the Indian Audit and Accounts Department or the Defence Accounts Department.

12. **Counting of periods spent on leave.** - All leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate shall count as qualifying service:

Provided that in the case of extraordinary leave other than extraordinary leave granted on medical certificate the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a Government servant. -

(i) due to his inability to join or rejoin duty on account of civil commotion; or

(ii) for pursuing higher studies considered useful in discharge of the official duty of the Government servant.

13. **Counting of periods spent on training.** - (1) The Government may, by order, decide whether the time spent by a Government servant under training immediately before appointment to a Group 'A' or Group 'B' post under that Government shall count as qualifying service.

(2) Time spent by a Government servant under training immediately before appointment to a Group 'C' post under the Government shall count as qualifying service.

(3) Group 'C' employees, who are required to undergo departmental training relating to jobs before they are put on regular employment, training period may be treated as qualifying service for gratuity, if the training is followed immediately by an appointment and the benefit shall be admissible to Group 'C' employees even if the officers concerned are not given the scale of pay of the post but only a nominal allowance.

14. **Counting of periods of suspension.** - Time passed by a Government servant under suspension pending inquiry into conduct shall count as qualifying service where, on conclusion of such inquiry, he has been fully exonerated or a minor penalty is imposed on the Government servant or the suspension is held to be wholly unjustified; in other cases, the period of suspension shall not count unless the authority competent to pass orders under the rule governing such cases expressly declares at the time that it shall count to such extent as the Competent Authority may declare.

15. Forfeiture of service on dismissal or removal. - Dismissal or removal of a Government servant from a service or post entails forfeiture of his past service.

16. Counting of past service on reinstatement. - (1) A Government servant who is dismissed, removed or compulsorily retired from service, but is reinstated on appeal or review, is entitled to count his past service as qualifying service.

(2) The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement, and the period of suspension, if any, shall not count as qualifying service unless regularised as duty or leave by a specific order of the authority which passed the order of reinstatement.

17. Forfeiture of service on resignation. - (1) Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service.

(2) A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(3) Interruption in service in a case falling under sub-rule (2), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation by present organisation to the extent to which the period is not covered by leave due to him.

(4) Where an order is passed by the appointing authority under Central Civil Services (Implementation of National Pension System) Rules, 2021, allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.

(5) A resignation submitted for the purpose of rule 32 shall not entail forfeiture of past service under the Government.

18. Effect of interruption in service. - (1) An interruption in the service of a Government servant entails forfeiture of his past service, except in the following cases, namely :-

(a) authorised leave of absence ;

(b) unauthorised absence in continuation of authorised leave of absence so long as the post of absentee is not filled substantively ;

(c) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the Government servant dies or is permitted to retire or is retired on attaining the age of compulsory retirement while under suspension ;

(d) transfer to non-qualifying service in an establishment under the control of the Government if such transfer has been ordered by a competent authority in the public interest ;

(e) joining time while on transfer from one post to another.

(2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

19. Condonation of interruption in service. - (1) In the absence of a specific indication to the contrary in the service book, an interruption between two spells of civil service rendered by a Government servant under Government including civil service rendered and paid out of Defence Services Estimates or Railway Estimates shall be treated as automatically condoned and the pre-interruption service treated as qualifying service.

(2) Nothing in sub-rule (1) shall apply to interruption caused by resignation, dismissal or removal from service or for participation in a strike.

(3) The period of interruption referred to in sub-rule (1) shall not count as qualifying service.

20. Period of deputation. - Service rendered by a Government servant on foreign service in India or abroad or on deputation to United Nations or other International organisations shall count as qualifying service for gratuity provided contributions in respect of gratuity have been deposited for the said period either by the Government servant himself or by the foreign employer.

Explanation.— For the purposes of this rule, the rate of contribution for counting of period as qualifying service for the purpose of grant of gratuity shall be regulated in accordance with the instructions issued by the Department of Personnel and Training from time to time.

21. Verification of qualifying service after eighteen years' service and five years before retirement. - (1) On each occasion after a Government servant has completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Form I, the period of qualifying service so determined.

(2) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another Department from a temporary Department or on account of the closure of the Department he had been previously serving or because the post he held had been declared surplus, the verification of his service may be done whenever such event occurs.

(3) The verification done under sub-rules (1) and (2) shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for gratuity.

CHAPTER V

Regulation of Retirement Gratuity and Death Gratuity

22. Retirement gratuity or death gratuity. - (1) A Government servant, who has completed five years' qualifying service and who, -

- (i) retires on attaining the age of superannuation, or on invalidation, or
- (ii) retires or is retired, in advance of the age of superannuation in accordance with rule 56 of the Fundamental Rules, 1922 or rule 12 of the Central Civil Services (Implementation of National Pension System) Rules, 2021; or
- (iii) on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees; or
- (iv) on has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a body controlled or financed by the Central Government or a State Government,

shall, on his retirement, be granted retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16½ times the emoluments.

(2) Where a Government servant dies while in service, the death gratuity shall be payable to his family in the manner indicated in sub-rule (1) of rule 24 at the rates given in the following Table, namely : -

TABLE

Sl. No.	Length of qualifying service	Rate of death gratuity
(i)	Less than one year	Two times of emoluments.
(ii)	One year or more but less than five years	Six times of emoluments.
(iii)	Five years or more but less than eleven years	Twelve times of emoluments.
(iv)	Eleven years or more but less than twenty years	Twenty times of emoluments.
(v)	Twenty years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of thirty three times of emoluments:

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed twenty lakh rupees:

Provided further that where the amount of retirement or death gratuity as finally calculated contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

(3) The emoluments for the purpose of gratuity admissible under this rule, shall be reckoned in accordance with rule 6:

Provided that if the emoluments of a Government servant have been reduced during the last ten months of his service otherwise than as a penalty, average emoluments as referred to in rule 7 shall be treated as emoluments:

Provided further that the dearness allowance admissible on the date of retirement or death, as the case may be, shall also be treated as emoluments for the purpose of this rule.

(4) Where a Government servant, who has become eligible for retirement gratuity dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of death on account of such annuity under National Pension System, if any, together with the retirement gratuity admissible under sub-rule (1) are less than the amount equal to twelve times of his emoluments, a residuary gratuity equal to the deficiency may be granted to his family in the manner indicated in sub-rule (1) of rule 24.

(5) For the purposes of this rule and rules 23, 24, 25 and 26, 'family', in relation to a Government servant, means, —

- (i) wife or wives including judicially separated wife or wives in the case of a male Government servant;
- (ii) husband, including judicially separated husband in the case of a female Government servant;
- (iii) sons including stepsons and adopted sons;
- (iv) unmarried daughters including stepdaughters and adopted daughters;
- (v) widowed or divorced daughters including stepdaughters and adopted daughters;
- (vi) father, including adoptive parents in the case of individuals whose personal law permits adoption;
- (vii) mother, including adoptive parents in the case of individuals whose personal law permits adoption;
- (viii) brothers below the age of eighteen years including stepbrothers;
- (ix) unmarried sisters and widowed sisters including stepsisters;
- (x) married daughters, and
- (xi) children of a pre-deceased son.

Explanation. - (1) In calculating the length of qualifying service, fraction of a year equal to three months and above shall be treated as a completed one half-year and reckoned as qualifying service.

(2) Death gratuity shall also be admissible in the case of a Government servant who commits suicide.

23. Nominations. - (1) A Government servant shall, on his initial confirmation in a service or post, make a nomination in Form 2, conferring on one or more persons the right to receive the retirement gratuity or death gratuity payable under rule 22 :

Provided that if at the time of making the nomination, —

- (i) the Government servant has a family, the nomination shall not be made in favour of any person or persons other than the members of his family ;

or

- (ii) the Government servant has no family, the nomination may be made in favour of a person or persons, or a body of individuals, whether incorporated or not.

(2) Where a Government servant nominates more than one person under sub-rule (1), he shall specify in the nomination the amount of share payable to each of the nominees, in such manner as to cover the entire amount of gratuity.

(3) A Government servant may provide in the nomination, —

(i) that in respect of any specified nominee who predeceases the Government servant, or who dies after the death of the Government servant but before receiving the payment of gratuity, the right conferred on that nominee shall pass to such other person as may be specified in the nomination :

Provided that if at the time of making the nomination the Government servant has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family :

Provided further that where a Government servant has only one member in his family, and a nomination has been made in his favour, it is open to the Government servant to nominate alternate nominee or nominees in favour of any person or a body of individuals, whether incorporated or not ;

(ii) that the nomination shall become invalid in the event of the happening of the contingency provided therein.

(4) The nomination made by a Government servant who has no family at the time of making it, or the nomination made by a Government servant under the second proviso to clause (i) of sub-rule (3) where he has only one member in his family shall become invalid in the event of the Government servant subsequently acquiring a family, or an additional member in the family, as the case may be.

(5) A Government servant may, at any time, cancel a nomination by sending a notice in writing to the Head of Office :

Provided that he shall, along with such notice, send a fresh nomination made in accordance with this rule.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (i) of sub-rule (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (ii) of sub-rule (3), the Government servant shall send to the Head of Office a notice in writing cancelling the nomination together with a fresh nomination made in accordance with this rule.

(7) (a) Every nomination made including every notice of cancellation, if any, given by a Government servant under this rule, shall be sent to the Head of Office.

(b) The Head of Office shall, immediately on receipt of such nomination, verify that the nomination made by the Government servant is in accordance with the provisions of this rule and, if the Government servant has a family, the nomination made is in favour of one or more members of the family as referred to in sub-rule (5) of rule 22 and the Head of Office shall, thereafter, countersign the nomination indicating the date of receipt and keep it under his custody :

Provided that the Head of Office may authorise his subordinate Gazetted Officers to countersign nomination forms of non-Gazetted Government servants.

(c) Suitable entry regarding receipt of nomination shall be made in the service book of the Government servant concerned.

(8) Every nomination made, and every notice of cancellation given, by a Government servant shall, to the extent that it is valid, take effect from the date on which it is received by the Head of Office.

24. Persons to whom gratuity is payable.- (1) (a) The gratuity payable under rule 22 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination under rule 23;

(b) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the following manner, namely : -

(A) if there are one or more surviving members of the family as specified in clauses (i), (ii), (iii), (iv) and (v) of sub-rule (5) of rule 22, to all such members in equal shares;

(B) if there are no such surviving members of the family as specified in sub-clause (A), but there are one or more members as specified in clauses (vi), (vii), (viii), (ix), (x) and (xi) of sub-rule (5) of rule 22, to all such members in equal shares.

(2) If a Government servant dies after retirement without receiving the gratuity admissible under sub-rule (1) of rule 22 the gratuity shall be disbursed to the family in the manner provided in sub-rule (1).

(3) The right of a female member of the family, or that of a brother, of a Government servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or re-

marries, or the brother attains the age of eighteen years, after the death of the Government servant and before receiving her or his share of the gratuity.

(4) Where gratuity is granted under rule 22 to a minor member of the family of the deceased Government servant, it shall be payable to the guardian on behalf of the minor.

Explanation.— (1) Payment of the minor's share of gratuity shall be made to the natural guardian of the minor, if any and in the absence of a natural guardian, the payment of minor's share of gratuity shall be made to the person who furnishes a certificate of guardianship.

(2) In the absence of a natural guardian, the payment of twenty per cent. of minor's share of gratuity may be made to the guardian without the production of a guardianship certificate but on production of an indemnity bond in Proforma A and the balance amount of minor's share of gratuity may be paid to the guardian on production of the certificate of guardianship.

(3) The share of the gratuity payable to a member of the family who has died or become disqualified before receiving actual payment, shall be distributed equally among the remaining members of the family in accordance with clause (b) of sub-rule (1) of rule 24.

(4) Disbursing authorities shall ascertain, before making actual payment of a death or retirement gratuity whether all the member of the family in whose favour the sanction was issued have continued to be qualified. If not, and also if any of them is dead, the fact shall be reported immediately to the sanctioning authority for the issue of a revised sanction in favour of the remaining members of the family.

25. Debarring a person from receiving gratuity.— (1) Where a person who in the event of death of a Government servant while in service is eligible to receive gratuity in terms of rule 24, is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) Where on the conclusion of the criminal proceedings referred to in sub-rule (1), the person concerned, —

(a) is convicted for the murder or abetting in the murder of the Government servant, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any;

(b) is acquitted of the charge of murdering or abetting in the murder of the Government servant, his share of gratuity shall be payable to him.

(3) The provisions of sub-rule (1) and sub-rule (2) shall also apply to the undisbursed gratuity referred to in sub-rule (2) of rule 24.

26. Lapse of retirement gratuity or death gratuity.— Where a Government servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family, and, —

(a) has made no nomination; or

(b) the nomination made by him does not subsist,

the amount of retirement gratuity or death gratuity payable in respect of such Government servant under rule 22 shall lapse to the Government :

Provided that the amount of death gratuity or retirement gratuity shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by a Court of Law.

27. Superannuation gratuity.— A superannuation gratuity shall be granted in accordance with rule 22 to a Government servant who is retired on his attaining the age of superannuation or, if the service of the Government servant has been extended beyond superannuation, on expiry of such period of extension of service beyond the age of superannuation.

28. Invalid gratuity.— An Invalid Gratuity shall be granted in accordance with rule 22 to a Government servant who retires from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service in accordance with rule 16 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 and who had exercised option or in whose case the default option under rule 10 of that rules. is for availing benefits under National Pension System:

Provided that where a Government servant, who had exercised option or in whose case the default option under rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 is for availing benefits under the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 and in whose case the provision of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, retires on account of any bodily or mental infirmity which permanently incapacitates him for the service, further action will be taken by the Head of Office for disbursement of benefits in accordance with the Central Civil Services (Pension) Rules, 1972 or the Central Civil Services (Extraordinary Pension) Rules, 1939 as the case may be.

29. Retiring gratuity. - A Government servant who retires or is retired, in advance of the age of superannuation in accordance with rule 56 of the Fundamental Rules, 1922 or rule 12 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme for surplus employees notified by the Department of Personnel and Training vide Office Memorandum No. 25013/6/2001-Estt. (A), dated the 28th February, 2002 as amended from time to time, shall be entitled to gratuity admissible under rule 22.

30. Gratuity on compulsory retirement.- (1) A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, gratuity at a rate not less than two-thirds of gratuity admissible to him on the date of his compulsory retirement.

(2) Whenever in the case of a Government servant the President passes an order (whether original, appellate or in exercise of power of review) awarding a gratuity less than the full gratuity admissible under these rules, the Union Public Service Commission shall be consulted before such order is passed.

31. Effect of dismissal or removal. - A Government servant who is dismissed or removed from service shall forfeit his gratuity :

Provided that the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction a compassionate gratuity not exceeding two - thirds of retirement gratuity calculated at the rates mentioned in sub-rule (1) of rule 22.

32. Benefit on absorption in or under a corporation, company or body. - (1) A Government servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a body controlled or financed by the Central Government or a State Government, shall be deemed to have retired from service from the date of such absorption and, subject to sub-rule (4), he shall be eligible, on such absorption, to receive retirement gratuity on the basis of the qualifying service and emoluments on the date of absorption in accordance with rule 22 :

Provided that on retirement from such corporation or company or body, the total amount of gratuity in respect of the service rendered under the Government and the service rendered in such corporation or company or body shall not exceed the amount that would have been admissible had the Government servant continued in Government service and retired on the same pay which he drew on retirement from that corporation or company or body.

(2) The provisions of sub-rule (1) shall also apply to Central Government servants who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of the Central Government and State Governments or Union territory Administrations or under the joint control of two or more State Governments or Union territory Administrations.

(3) (a) where a Government employee joins a corporation or company or body on immediate absorption basis, the relieving order shall be issued in the Form 3 and the relieving order shall indicate the period within which the Government servant shall join the corporation or company or body :

Provided that this period may be extended by the relieving authority for reasons beyond the control of the Government servant, which shall be recorded in writing.

(b) The period between the date of relief and the date of joining in the corporation or company or body may be regularised by grant of leave due and if no such leave is due, the period may be regularised by grant of extraordinary leave.

(c) The relieving authority, before processing the case for sanction of retirement benefits, shall ascertain the date of joining by the Government servant in the corporation or company or body and accept the resignation of the Government servant from the date preceding the date of joining.

(d) No lien of the Government servant shall be retained in the relieving Department and all his connections with the Government shall stand severed on his absorption in the corporation or company or body.

(4) Where a gratuity scheme similar to the gratuity scheme under these rules exists in a body controlled or financed by the Central Government or a State Government in which a Government servant is absorbed, he shall be entitled to exercise option either, -

(a) to receive retirement benefits for the service rendered under the Central Government in accordance with sub-rule (1); or

(b) to count the service rendered under the Central Government in that body for pension.

(5) Where a Government servant is absorbed in a body controlled or financed by the Central Government or a State Government and exercises an option under clause (b) of sub-rule (4), the Government shall discharge its gratuity liability by paying in lump sum as a one time payment and the gratuity liability shall be the capitalised value of retirement gratuity for the service up to the date of absorption in that body.

(6) The date of absorption shall be determined in accordance with the provisions of rule 15 of the Central Civil Services (Implementation of National Pension System) Rules, 2021.

Explanation. - For the purpose of this rule, the expression 'body' means an autonomous body or a statutory body.

33. Payment of gratuity in the case of missing Government servant. - (1) Where a Government servant is missing, the family shall lodge a complaint with the concerned police station and obtain report from the police, that the Government servant has not been traced despite all efforts made by the police and the report may be the First Information Report or any other report such as Daily Diary or General Diary Entry.

(2) The family after six months of lodging police complaint may apply in Form 4 for the grant of retirement gratuity to the Head of Office of the organisation where the Government servant had last served.

(3) The retirement gratuity may be sanctioned by the concerned Ministry or Department after observing the following formalities, namely:-

(i) ensure that the complaint lodged with the police and non traceable report given by the police with regard to Government servant is correct.

(ii) an Indemnity bond in Proforma- B shall be taken from the nominee or dependents of the Government servant that the retirement gratuity shall be adjusted against the payment due to the Government servant in case he appears on the scene and makes any claim.

(4) (a) The Head of Office shall process the case in Form 5 for grant of retirement gratuity.

(b) The retirement gratuity shall be paid to the family within three months of the date of application and in case of any delay, the interest shall be paid at the applicable Public Provident Fund rates and responsibility for delay shall be fixed in accordance with rule 44.

(c) The difference between the death gratuity and retirement gratuity shall be payable after the death of the employee is conclusively established or on the expiry of the period of seven years from the date of the police report.

(5) The Head of Office shall assess all the Government dues outstanding against the Government servant and effect their recovery in accordance with rule 45 before sanctioning the payment of gratuity.

CHAPTER VI

DETERMINATION AND AUTHORISATION OF THE AMOUNT OF GRATUITY

34. Preparation of papers for payment of gratuity. - Every Head of Office shall undertake the work of preparation of papers for grant of gratuity in Form 6 one year before the date on which a Government servant is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

35. **Intimation to the directorate of estates regarding issue of 'No Demand Certificate'.-** (1) The Head of Office shall write to the Directorate of Estates at least one year before the anticipated date of retirement of the Government servant who was or is in occupation of a Government accommodation (hereinafter referred to as allottee) for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the allottee in accordance with rule 22 of the Central Civil Services (Implementation of National Pension System) Rules, 2021.

36. **Stages for the completion of papers for payment of gratuity on superannuation. -** (1) The Head of Office shall divide the period of preparatory work of one year referred to in rule 34 in the following three stages, namely:-

(a) **First Stage. - Verification of service.-** (i) The Head of Office shall go through the service book of the Government servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 21 are recorded therein.

(ii) In respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records such as last pay certificate, pay slip for month of April which shows verification of service for the previous financial year and record necessary certificates in the service book.

(iii) Where the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the Government servant in another office or Department, the Head of Office under which the Government servant is at present serving shall refer the said period of service to the Head of Office in which the Government servant is shown to have served during that period for the purpose of verification.

(iv) On receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:

Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously.

(v) Where no response is received within the time period referred to in the sub-clause (iv), such period or periods shall be deemed to qualify for gratuity.

(vi) Where at any time, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication.

(vii) The process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of superannuation of the Government servant.

(viii) Where any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) or sub-clause (iv) or sub-clause (v), the Government servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement.

(ix) The Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the gratuity of that Government servant.

(x) Where a Government servant is found to have given any incorrect information willfully, which makes him or her entitled to any benefits which he or she is not otherwise entitled to, it shall be construed as a grave misconduct.

(b) **Second Stage. - Making good an omission in the service book. -** (i) The Head of Office while scrutinising the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for gratuity.

(ii) Every effort shall be made to complete the verification of service, as specified in clause (a) and to make good the omissions, imperfections or deficiencies referred to in sub-clause (i).

(iii) Any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the Government servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for gratuity shall be determined on the basis of the entries in the service book.

(iv) For the purpose of calculation of average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service.

(v) In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

(c) **Third Stage.** - As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the Government servant, the Head of Office shall, -

(i) furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of gratuity and also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity.

(ii) direct the retiring Government servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him.

37. Completion of Part I of Form 6. - In cases under sub-rule (1) of rule 36, the Head of Office shall complete Part I of Form 6 not later than four months before the date of retirement of a Government servant and in cases where Government servant retiring for reasons other than superannuation, the Head of Office shall complete Part I of Form 6 within two months after retirement of a Government servant.

38. Forwarding of Form 6 and Form 7 papers for payment of gratuity to Accounts Officer. - (1) After complying with the requirement of rule 36 and rule 37, the Head of Office shall forward Form 6 duly completed with a covering letter in Form 7 along with service book of the Government servant duly completed, up to date, and any other documents relied upon for the verification of service to the Accounts Officer.

(2) The Head of Office shall retain a copy of Form 6 and Form 7 for his record.

(3) The Forms referred to in sub-rule (1) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a Government servant and in cases other than retirement on superannuation not later than two months after the date of retirement of Government servant.

39. Intimation to Accounts Officer regarding any event having bearing on gratuity. - Where after the Forms for payment of gratuity have been forwarded to the Accounts Officer, any event occurs which has a bearing on the amount of gratuity admissible, the fact shall be promptly reported to the Accounts Officer by the Head of Office.

40. Intimation of the particulars of government dues to the Accounts Officer.-(1) The Head of Office shall, after ascertaining and assessing the Government dues referred to in rule 45, furnish the particulars thereof to the Accounts Officer in Form 7.

(2) Where after the particulars of Government dues have been intimated to the Accounts Officer under sub-rule (1), any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.

41. Provisional gratuity for reasons other than Departmental or Judicial proceedings. - (1) Where in spite of following the procedure laid down in rule 36, it is not possible for the Head of Office to forward the Forms for gratuity to the Accounts Officer within the period specified in sub-rule (3) of rule 38 or where the Forms for payment of gratuity have been forwarded to the Accounts Officer within the period so specified but the Accounts Officer may have returned the Forms to the Head of Office for eliciting further information before issuing order for the payment of gratuity and the Government servant is likely to retire before his gratuity can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records, and without delay, determine the amount of provisional retirement gratuity.

(2) In a case of retirement otherwise than on superannuation, the Head of Office shall sanction provisional retirement gratuity within two months till final assessment of retirement gratuity.

(3) Where the amount of gratuity cannot be determined for reasons other than the Departmental or Judicial proceedings, the Head of Office shall, —

(a) issue a letter of sanction addressed to the Accounts Officer endorsing a copy thereof to the Government servant authorising hundred per cent. of the gratuity as provisional gratuity and withholding of ten per cent. of gratuity;

(b) specify in the letter of sanction the amount recoverable from the gratuity under sub-rule (1) of rule 40 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw the amount of provisional gratuity after deducting therefrom the amount specified in of clause (a) and the dues, if any, specified in rule 45. in the same manner as pay and allowances of the establishment are drawn by him.

(4) The amount of gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.

(5) (a) If the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of six months from the date of retirement of a Government servant, the Accounts Officer shall direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under of clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.

(b)(i) Where the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired Government servant shall not be required to refund the excess amount actually disbursed to him.

(ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimised and the officials responsible for the excess payment shall be accountable for the over-payment.

(6) Where the final amount of gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (5), the Accounts Officer shall treat the provisional gratuity as final and issue authority order immediately on the expiry of the period of six months.

(7) On issue of authority order by the Accounts Officer under clause (a) of sub-rule (5) or sub-rule (6), the Head of Office shall release the amount of withheld gratuity under clause (a) of sub-rule (3) to the retired Government servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under of clause (b) of sub-rule (3).

(8) Where a Government servant is or was an allottee of Government accommodation, the withheld amount shall be paid on receipt of 'No Demand Certificate' from the Directorate of Estates.

42. Authorisation of gratuity by the accounts officer.- (1) (a) On receipt of Forms for payment of gratuity referred to in rule 38, the Accounts Officer shall apply the requisite checks, record the account encasement in Part II of Form 6 and assess the amount of gratuity and issue authority letter not later than one month in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

(b) 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 6, assess the amount of gratuity, assess dues and issue the authority letter within three months of the date of receipt of Forms for payment of gratuity from the Head of Office.

(2) The amount of gratuity as determined by the Accounts Officer under clause (a) of sub-rule (1) shall be intimated to the Head of Office with the remarks that the amount of the gratuity may be drawn by preferring a bill to the Pay and Accounts Officer and disbursed by the Head of Office to the retired Government servant after adjusting the Government dues, if any, referred to in rule 45.

(3) The amount of gratuity withheld under sub-rule (5) of rule 46 shall be adjusted by the Head of Office against the outstanding licence fee intimated by the Directorate of Estates and the balance, if any, refunded to the retired Government servant.

43. Government servants on deputation.- (1) In the case of Government servant who retires while on deputation to another Central Government Department, action to authorise gratuity in accordance with the provisions of this rule shall be taken by the Head of Office of the borrowing Department.

(2) In the case of a Government servant who retires from service, while on deputation to a State Government or while on foreign service, action to authorise gratuity in accordance with the provisions of this rule shall be taken by the Head of Office or the Cadre authority which sanctioned deputation to the State Government or to foreign service.

44. Interest on delayed payment of gratuity.- (1) In all cases where the payment of gratuity has been authorised later than the date when its payment becomes due, including the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid at the rate and manner applicable to Public Provident Fund amount in accordance with the instructions issued from time to time:

Provided that the delay in payment was not caused on account of failure on the part of the Government servant to comply with the procedure laid down by the Government for processing his papers for payment of gratuity.

(2) Every case of delayed payment of gratuity shall be considered by the Secretary of the Ministry or the Department in respect of its employees and the employees of its attached and subordinate offices and where the Secretary of the Ministry or the Department is satisfied that the delay in the payment of gratuity was caused on account of administrative reasons or lapse, the Secretary of the concerned Ministry or the Department shall sanction payment of interest.

(3) The concerned Ministry or the Department shall issue Presidential sanction for the payment of interest after the Secretary has sanctioned the payment of interest under sub-rule (2).

(4) In all cases where the payment of interest has been sanctioned by the Secretary of the concerned Ministry or the Department, such Ministry or the Department shall fix the responsibility and take disciplinary action against the Government servant or servants who are found responsible for the delay in the payment of gratuity on account of administrative lapses.

Explanation. - (1) Where the payment of retirement gratuity has been delayed beyond three months from the date of retirement on superannuation, an interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid.

(2) The delay in payment of gratuity and payment of interest therefor shall be determined in the following manner, namely:-

(i) In case of Government servants against whom disciplinary or judicial proceedings are pending on the date of retirement and in which gratuity is withheld till the conclusion of the proceedings as per rule 5,-

(a) where the Government servant is exonerated of all charges and the gratuity is paid on the conclusion of such proceedings, in such case, where the payment of gratuity has been authorised after three months from the date of his retirement, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed beyond the period of three months from the date of retirement;

(b) where the disciplinary or judicial proceedings are dropped on account of the death of the Government servant during the pendency of disciplinary or judicial proceedings, in such cases, where payment of gratuity has been authorized after three months from the date of death, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond three months from the date of death;

(c) where the Government servant is not fully exonerated on the conclusion of disciplinary or judicial proceedings and where the competent authority decides to allow payment of gratuity, in such cases, where the payment of gratuity is authorised after three months from the date of issue of orders by the competent authority for payment of gratuity, in such cases, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond three months from the date of issue of the above-mentioned orders by the competent authority.

(ii) On retirement other than on superannuation.- Such cases of retirement shall be either under clause (j) or clause (k) of rule 56 of the Fundamental Rules, 1922 or rules 12, 13, 16, 17 or 18 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 and in such cases, where the payment of gratuity is delayed beyond six months from the date of retirement, interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid for the period of delay beyond six months from the date of retirement.

(iii) On death of the Government servant while in service.- Where the payment of death gratuity is delayed beyond six months from the date of death, interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid for the period of delay beyond six months from the date of death and if in any case the payment of death gratuity is held up on account of more than one claimant staking his claim to the same, such cases shall not automatically qualify for payment of interest in terms of these orders and these shall be decided in consultation with the Department of Pension and Pensioners' Welfare.

(iv) Where the amount of gratuity already paid is enhanced on account of revision of emoluments or change in the policy relating to gratuity from a date prior to the date of retirement of the Government servant concerned and where the payment of difference of gratuity is delayed beyond a period of three months from the date of issue of the orders revising the emoluments or change in the rules, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the delay beyond the period of three months from the date of issue of the orders revising of emoluments or change in rules.

(v) Where the Government servant is permanently absorbed in a Public Sector Undertaking or an autonomous body otherwise than on *en masse* transfer on conversion of Government department or a part thereof into Public Sector Undertaking or autonomous body, and where the payment of gratuity has been delayed beyond six months from the date of such absorption, the interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond six months from the date of such permanent absorption in Public Sector Undertakings or autonomous body.

45. Recovery and adjustment of Government dues.- (1) It shall be the duty of the Head of Office to ascertain and assess Government dues payable by a Government servant due for retirement.

(2) The Government dues as ascertained and assessed by the Head of Office which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of the retirement gratuity becoming payable.

Explanation.- (1) For the purpose of this rule, the expression 'Government dues' includes, —

(a) dues pertaining to Government accommodation including arrears of licence fee as well as damages for the occupation of the Government accommodation beyond the permissible period after the date of retirement of the allottee, if any ;

(b) dues other than those pertaining to Government accommodation, namely, balance of house building or conveyance or any other advance, overpayment of pay and allowances or leave salary and arrears of income tax deductible at source under the Income Tax Act, 1961 (43 of 1961).

Explanation.- (2) Only the Government dues as referred to in *Explanation* (1) shall be adjusted against the amount of retirement gratuity payable to the retired Government servant and any other dues which are not Government dues in terms of the said *Explanation* (1) shall not be recoverable from the amount of retirement gratuity.

46. Adjustment and recovery of dues pertaining to Government accommodation.- (1) The Directorate of Estates on receipt of intimation from the Head of Office under sub-rule (1) of rule 22 of the Central Civil Services (Implementation of National Pension System) Rules, 2021 regarding the issue of No Demand Certificate shall scrutinise its records and inform the Head of Office within two months, if any licence fee was recoverable from him in respect of the period prior to eight months of his retirement and if no intimation in regard to recovery of outstanding licence fee is received by the Head of Office by the stipulated date, it shall be presumed that no licence fee was recoverable from the allottee in respect of the period preceding eight months of his retirement and no gratuity shall be withheld.

(2) The Head of Office shall ensure that licence fee for the next eight months, that is up to the date of retirement of the allottee, is recovered every month from the pay and allowances of the allottee.

(3) Where the Directorate of Estates intimates the amount of licence fee recoverable in respect of the period mentioned in sub-rule (1), the Head of Office shall ensure that outstanding licence fee is recovered in installments from the current pay and allowances of the allottee and where the entire amount is not recovered from the pay and allowances, the balance shall be recovered out of the gratuity before its payment is authorised.

(4) The Directorate of Estates shall also inform the Head of Office the amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement of the allottee and the Head of

Office shall adjust the amount of that licence fee from the amount of the gratuity together with the unrecovered licence fee, if any, mentioned in sub-rule (3).

(5) Where in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent. of the gratuity may be withheld pending receipt of further information.

(6) The recovery of licence fee (where it is not possible for the Directorate of Estates to determine the outstanding licence fee) as well as damages (for occupation of the Government accommodation beyond the permissible period after the date of retirement of allottee) shall be the responsibility of the Directorate of Estates and the withheld amount of gratuity under sub-rule (5), the retiring Government employee, who are in occupation of Government accommodation, shall be paid immediately on production of 'No Demand Certificate' from the Directorate of Estates after actual vacation of the Government accommodation;

(7) The Directorate of Estates shall ensure that No Demand Certificate shall be given to the Government employee within a period of fourteen days from the actual date of vacation of the Government accommodation and the allottee shall be entitled to payment of interest (at the rate applicable to Public Provident Fund deposit determined from time to time by the Government of India) on the excess withheld amount of gratuity which is required to be refunded, after adjusting the arrears of license fee and damages, if any, payable by the allottee and the interest shall be payable by the Directorate of Estate through the concerned Accounts Officer of the Government Employee from the actual date of vacation of the Government accommodation up to the date of refund of excess withheld amount of gratuity;

(8) On account of license fee or damages remaining unpaid after adjustment from the withheld amount of gratuity mentioned under sub-rule (5), may be ordered to be recovered by the Directorate of Estates through the concerned Accounts Officer from the dearness relief without the consent of the pensioners and in such cases no dearness relief shall be disbursed until full recovery of such dues has been made.

47. Adjustment and recovery of dues other than dues pertaining to Government accommodation.- (1) For the dues other than the dues pertaining to occupation of Government accommodation as referred to in clause (b) of Explanation (1) of rule 45, the Head of Office shall take steps to assess the dues one year before the date on which a Government servant is due to retire on superannuation; or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

(2) The assessment of Government dues referred to in sub-rule (1) shall be completed by the Head of Office eight months prior to the date of the retirement of the Government servant.

(3) The dues as assessed under sub-rule (2) including those dues which come to notice subsequently and which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of retirement gratuity becoming payable to the Government servant on his retirement.

CHAPTER VII

Determination and Authorisation of the Amount of Death Gratuity in case of Death of Government Servant During Service

48. Obtaining of claims for death gratuity.- (1) Where the Head of Office has received an intimation about the death of a Government servant while in service, he shall ascertain, -

- (a) (i) if the deceased Government servant had nominated any person or persons to receive the gratuity ; and
- (ii) if the deceased Government servant had not made any nomination or the nomination made does not subsist, the person or persons to whom the gratuity may be payable.

(b) The Head of Office shall, then, address the person concerned in Form 8 , for making a claim in Form 9.

(2) Where on the date of death, the Government servant was an allottee of Government accommodation, the Head of Office shall address the Directorate of Estates for the issue of No Demand Certificate in accordance with the provisions of sub-rule (1) of rule 54.

49. Completion of Form 10.- (1) (a) The Head of Office while taking action to obtain claim or claims from the family in accordance with the provisions of rule 48 shall simultaneously undertake the completion of Form 10 and the

work shall be completed within one month of the date on which intimation regarding the date of death of the Government servant has been received.

(b) The Head of Office shall go through the service book of the deceased Government servant and satisfy himself as to whether certificates of verifications of service for the entire service are recorded therein.

(c) (i) If there are any periods of unverified service, the Head of Office shall accept the unverified portion of service as verified on the basis of the available entries in the service book and for this purpose the Head of Office may rely on any other relevant material to which he may have ready access.

(ii) While accepting the unverified portion of service, the Head of Office shall ensure that service was continuous and was not forfeited on account of dismissal, removal or resignation from service, or for participation in strike.

(2) (a) For the purpose of determination of emoluments for death gratuity, the Head of Office shall confine the verification of the correctness of emoluments for a maximum period of one year preceding the date of death of the Government servant.

(b) In case the Government servant was on extraordinary leave on the date of death, the correctness of the emoluments for a maximum period of one year which he drew preceding the date of the commencement of the extraordinary leave shall be verified.

(3) The process of determination of qualifying service and qualifying emoluments shall be completed within one month of the receipt of intimation regarding the date of death of the Government servant and the amount of death gratuity shall also be calculated accordingly.

50. Determination of the amount of death gratuity where service records are incomplete.- The service book shall be maintained properly and if in any particular case, the service book has not been maintained properly despite the instructions of the Government on the subject and it is not possible for the Head of Office to accept the unverified portion of service as verified on the basis of entries in the service book, the Head of Office shall not wait for the verification of entire spell of service and shall determine the amount of death gratuity in respect of a deceased Government servant in the following manner, namely :-

(i) if the entire service rendered by the deceased Government servant is not capable of being verified and accepted, the amount of death gratuity shall be determined on provisional basis in accordance with sub-rule (2) of rule 22 on the basis of the length of qualifying service from out of the continuous spell of verified and accepted service immediately preceding the date of death of the Government servant and the amount of death gratuity, so determined shall be authorised to the beneficiaries on provisional basis within one month of the receipt of intimation of date of death of the Government servant;

(ii) final amount of the gratuity shall be determined by the Head of Office on the acceptance and verification of the entire spell of service which shall be done by the Head of Office within a period of six months from the date on which the authority for the payment of provisional gratuity was issued and the balance, if any, becoming payable as a result of determination of the final amount of death gratuity shall then be authorised to the beneficiaries.

51. Forwarding the Form 7 and Form 10 to the Accounts Officer.- (1) On receipt of claim or claims, the Head of Office shall complete item 9 of Form 10 and send the said Form in original to the Accounts Officer with a covering letter in Form 7 along with the Government servant's service book duly completed up to date and any other documents relied upon for the verification of the service claimed and this shall be done not later than one month of the receipt of claim by the Head of Office.

(2) The Head of Office shall retain one copy of the Form 10 for his office record.

(3) The Head of Office shall draw the attention of the Accounts Officer to the following details of Government dues outstanding against the deceased Government servant, namely: -

(a) Government dues as ascertained and assessed in term of rule 54 and recoverable out of the gratuity before payment is authorized;

(b) amount of gratuity to be held over partly for adjustment of Government dues which have not been assessed so far and partly as margin for adjustment in the light of the final determination of the gratuity;

(c) the maximum amount of gratuity to be held over for the purpose of clause (b) shall be limited to ten per cent. of the amount of gratuity.

(4) (a) Where Form 10 has been completed and the claim or claims in the respective Forms have not been received from the beneficiary or beneficiaries, the Head of Office shall forward Form 10 and the documents referred to in sub-rule (1) to the Accounts Officer without the claim or claims.

(b) As soon as the claim or claims are received by Head of Office, they shall immediately be forwarded to the Accounts Officer.

(5) (a) Where Form 10 has been completed and the Government dues to be recovered from death gratuity have not been assessed, the Head of Office shall forward Form 10 and the documents referred to in sub-rule (1) to the Accounts Officer leaving unfilled item 9 of Part I of the said Form.

(b) As soon as the Head of Office assessed Government dues to be recovered from death gratuity, they shall immediately be forwarded to the Accounts Officer with the request that item 9 of Part I of Form 10 may be filled by the Accounts Officer.

52. Sanction, drawal and disbursement of provisional death gratuity. - (1) After the documents referred to in rule 51 have been sent to the Accounts Officer concerned, the Head of Office shall draw hundred per cent. of the gratuity as determined in accordance with the provisions of this Chapter and for this purpose the Head of Office shall adopt the following procedure, namely :-

(a) he shall issue a sanction letter in favour of claimant or claimants endorsing a copy thereof to the Accounts Officer concerned indicating the amount of hundred per cent. of the gratuity as determined ;

(b) he shall indicate in the sanction letter the amount recoverable out of the gratuity under sub-rule (3) of rule 51 ;

(c) after issue of the sanction letter he shall draw by preferring a bill to Pay and Accounts Officer for the amount of hundred per cent. of the gratuity after deducting therefrom the dues mentioned in clause (b).

(2) The Head of Office shall disburse the gratuity immediately after the same have been drawn under sub-rule (1).

(3) The Head of Office shall inform the Accounts Officer as soon as the gratuity has been paid to the claimant or claimants.

53. Authorisation of balance of the death gratuity by the Accounts Officer. - (1) On receipt of the documents referred to in sub-rule (1) of rule 51, the Accounts Officer shall, within a period of one months from the date of receipt of the documents apply the requisite checks and complete Section I of Part II of Form 10 and assess the amount of gratuity.

(2) (a) The Accounts Officer shall determine the amount of the balance of the gratuity after adjusting the amount, if any, outstanding against the deceased Government servant.

(b) The Accounts Officer shall intimate to the Head of the Office, the amount of the balance of the gratuity determined under clause (a) with the remarks that the amount of the balance of the gratuity may be drawn and disbursed by the Head of Office to the person or persons to whom the provisional gratuity has been paid.

(c) The amount of gratuity withheld under clause (b) of sub-rule (1) of rule 54 shall be adjusted by the Head of Office against the outstanding licence-fee mentioned in clause (viii) of sub-rule (1) of rule 54 and the balance, if any, refunded to the person or persons to whom gratuity has been paid.

(d) The amount of the balance of the gratuity may be, drawn by preferring a bill to Pay and Accounts Officer and disbursed by the Head of Office to the person or persons to whom the provisional gratuity has been paid.

(3) (a) If the amount of gratuity disbursed by the Head of Office proves to be larger than the amount finally assessed by the Accounts Officer the beneficiary shall not be required to refund the excess.

(b) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount actually admissible are minimised and the official or officials responsible for the excess payment shall be accountable for the overpayment.

54. Adjustment of Government dues. - (1) **Dues pertaining to Government accommodation** - (i) Where on the date of death the Government servant was allottee of Government accommodation, the Head of Office on receipt

of intimation regarding the death of the Government servant shall within seven days of the receipt of such intimation, write to the Directorate of Estates for the issue of 'No demand certificate' so that authorisation of death gratuity is not delayed and while addressing the Directorate of Estates for the issue of no demand certificate, the Head of Office shall also submit the following information in duplicate (one copy marked to the Rent Wing and the second to the Allotment Wing), namely :-

- (a) name of the deceased Government servant with designation;
- (b) particulars of the accommodation (quarter No., type and locality);
- (c) date of death of Government servant;
- (d) whether the Government servant was on leave at the time of his death and, if so, the period and nature of leave;
- (e) whether the Government servant was enjoying rent-free accommodation;
- (f) the period up to which licence fee had been recovered from the pay and allowances of the deceased Government servant and the monthly rate of recovery and particulars of the pay bill under which last recovery was made;
- (g) if the licence fee had not been recovered up to the date of death and the family intends to retain Government accommodation for the permissible period thereafter, details of the, -
 - (A) period for which licence fee still remains to be recovered;
 - (B) the amount of licence fee in respect of the period in (A) to be determined on the basis of the standard rent bill;
 - (C) the amount of licence fee for the retention of Government accommodation by the family of the deceased Government servant for the concessional period of four months beyond the date of death of the Government servant to be determined on the basis of standard bill;
 - (D) the amount of licence fee mentioned in (B) and (C) proposed to be recovered out of the death gratuity;
 - (E) details of any previous reference from the Directorate of Estates having bearing on the recovery of licence fee outstanding against the allottee and action taken thereon.
- (ii) The Head of Office shall recover from the death gratuity the amount of licence fee as intimated to the Directorate of Estates under clause (i).
- (iii) The recovery of licence fee for the occupation of Government accommodation beyond a period of four months shall be the responsibility of the Directorate of Estates.
- (iv) The Directorate of Estates shall scrutinise their records with a view to determine if licence fee other than the licence fee referred to in clause (i) was outstanding against deceased Government servant and if any recovery is found, the amount and the period or periods to which such recovery or recoveries relate shall be communicated to the Head of Office within a period of two months of the receipt of intimation regarding the death of the Government servant under clause (i).
- (v) After receipt of information under clause (iv), the Head of Office shall withhold amount as intimated by the Directorate of Estate or ten per cent. of the death gratuity, in case no specified amount is intimated by Directorate of Estates.
- (vi) Where no intimation is received by the Head of Office within the period specified under clause (iv) regarding recovery of licence fee, it shall be presumed that nothing was recoverable from the deceased Government servant and the amount of gratuity withheld shall be paid to the person or persons to whom the amount of death gratuity was paid.
- (vii) Where the Head of Office has received intimation from the Directorate of Estates under clause (iv) regarding licence fee outstanding against the deceased Government servant, the Head of Office shall verify from the acquittance rolls if the outstanding amount of licence fee was recovered from the pay and allowances of the deceased Government servant and if as a result of verification, it is found that the amount of licence fee shown as outstanding by the Directorate of Estates, had already been recovered, the Head of Office shall draw the attention of the Directorate of Estates to the pay bills under which the necessary recovery of the licence fee was made and subject to the provisions

of sub-rule (2) take steps to pay the amount of the gratuity withheld under clause (v) to the person or persons to whom the death gratuity was paid.

(viii) Where the outstanding amount of licence fee was not recovered from the pay and allowances of the deceased Government servant, the outstanding amount shall be adjusted against the amount of the gratuity withheld under clause (v) and the balance, if any, repaid to the person or persons to whom the amount of death gratuity was paid.

(2) **Dues other than those referred to in sub-rule (1) -** The Head of Office shall, within one month of the receipt of intimation regarding death of a Government servant take steps to ascertain if any dues as referred to in rule 47 excluding the dues pertaining to the allotment of Government accommodation were recoverable from the deceased Government servant and such ascertainable dues shall be recovered from the amount of death gratuity becoming payable to the family of the deceased Government servant.

55. Payment of death gratuity when a Government servant dies while on deputation.- (1) In the case of a Government servant who dies while on deputation to another Central Government Department, action to authorise death gratuity in accordance with the provisions of this Chapter shall be taken by the Head of Office of the borrowing Department.

(2) In the case of a Government servant who dies while on deputation to a State Government or while on foreign service, action to authorise the payments of death gratuity in accordance with the provisions of this Chapter shall be taken by the Head of Office or the cadre authority which sanctioned the deputation of the Government servant to the State Government or to the foreign service.

CHAPTER VIII MISCELLANEOUS

56. Currency in which gratuity is payable.- The gratuity admissible under these rules shall be payable in rupees in India only.

57. Manner of payment of gratuity.- Except as otherwise provided in these rules, a gratuity shall be paid in lump sum.

58. Application of Treasury rules.- Save as otherwise provided in these rules, the Treasury Rules of the Central Government shall apply in regard to the procedure of payment of gratuity.

59. Interpretation.- Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government in the Department of Pension and Pensioners' Welfare for decision.

60. Power to relax.- Where any Ministry or Department of the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, the Ministry or Department, as the case may be, may, by order for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner :

Provided that no such order shall be made except with the concurrence of the Department of Pension and Pensioners' Welfare

61. Residuary provisions.- (1) Any related issues not specifically covered in these rules, shall be decided in terms of the relevant provisions in this regard contained in the Central Civil Service (Implementation of National Pension System) Rules, 2021, Fundamental Rules, 1922 or any general or special order issued by the Government provided it is not repugnant to or inconsistent with the provisions of these rules.

(2) The Central Government may issue orders or instructions to regulate any matters for which there is no provision in the rules made or deemed to have been made under these rules and, until such rules are made, such matters shall be regulated as per orders or instructions issued from time to time.

62. Repeal and saving. - On the commencement of these rules, every order, instruction or Office Memorandum in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate and anything done or any action taken under those order, instruction or Office Memorandum shall be deemed to have been taken under the corresponding provisions of these rules.

FORM 1**Certificate of verification of Service for Gratuity**

[See rule 21]

No.

Government of India

Ministry of

Department/Office

Dated	D	D	M	M	Y	Y	Y	Y
-------	---	---	---	---	---	---	---	---

CertificateIt is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. (Name and Designation) has completed a qualifying service of

years months days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub rules (1) and (2) of rule 21 of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for gratuity.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department /Office	From	To	Length of qualifying service
1.				
2.				
3.				

 Signature and stamp of Head of Office

To

 Shri
 (Name and Designation)

FORM 2

Common Nomination Form for Gratuity and Central Government Employees' Group Insurance Scheme

(See rule 23)

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- any gratuity the payment of which may be authorised under rule 22 of Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021,
- any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Mobile No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3 : The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following rules :—

- Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021 for Gratuity.
- Central Government Employees Group Insurance Scheme, 1980.

made by Shri/Smt./Kumari.....

—100—

Designation.....

Office.....

(Strike out which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. Entry of receipt of nomination(s) has been made in page Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 3

Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis

[See rule 32]

No.....

Government of India

Ministry/Department of.....

Dated the.....

ORDER

Shri/Smt./Km.(i) is hereby relieved to join.....(ii) as.....(iii) on permanent absorption basis. He/she should join.....(ii) by(iv) His/her resignation from Government service will be effective from the day he/she actually joins(ii) and it will be notified on the receipt of intimation about the date of his/her joining(ii) In case for some reason he/she does not join(ii) by(iv), he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in(ii) will be regularised by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

- (i) Name, designation and office of the Government servant to be relieved.
- (ii) Name of the State Government or corporation or company or body.
- (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.
- (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of 15 days' time from the date of relief. The Competent Authority in the Administrative

Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to :

4.(Officer concerned)
5., (State Government or corporation or company or body).
6. Pay and Accounts Office

FORM 4

Application for the Grant of retirement Gratuity in the case of missing Government servant

[See sub-rule (2) of rule 33]

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. Details of missing Government servant:

Name and designation		Date of report	
Office/Department/Ministry in which the deceased served last			

2. Details of claimant(s):

Sl. No.	Name	Date of birth (DD/MM/YYYY)	Relationship with the missing Govt. servant	Postal address
1.				
2.				
3.				

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Relationship with the minor/mentally disabled	Relationship with the missing Govt. Servant	Postal address

4. Details of bank:

Bank's Name		A/c No.		IFS Code	
-------------	--	---------	--	----------	--

Place:

Date:

Mobile no.:

(Signature of the claimant/guardian)

Enclosure:

- a. Copy of report of missing in Police Station.
- b. Guardianship Certificate/ Indemnity Bond and Date of Birth Certificate in case the claimant is a minor.
- c. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

FORM 5

**Assessment and Authorisation of Payment of Retirement Gratuity when a
Government Servant is missing while in Service**

[See sub-rule (4) of rule 33]

Part I
Section I

1. Details of employee:

(a) Name											
(b) Mother's /Father's name						(c) Date of birth					
(d) Date of missing						(e) Religion					

2. Post held at the time of missing:

(a) Name of the office											
(b) Post held substantively						(c) Officiating post					
(d) Level of pay in the pay matrix						(e) Basic Pay					
(f) In case the last post was held outside the Government on foreign service terms-											
(i) Level of pay of the post held in the parent department						(ii) Basic pay					
3. Date of beginning of service						4. Date of ending of service					

5. Service in Autonomous Body/State Government, if any particulars of service:

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="checkbox"/> Yes <input type="checkbox"/> No
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government				<input type="checkbox"/> Yes <input type="checkbox"/> No
(f) Amount of any gratuity received for the previous civil service, if any		(g) Nature of any pension received for the previous civil service, if any		

6. Service qualifying for retirement gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1) (b) (ii)]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government rule 20)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Benefit of service in an Autonomous Body			
(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22)			
7. Emoluments reckoned for retirement gratuity		8. Amount of retirement gratuity	

9. Details of Government dues recoverable out of retirement gratuity:

(a) Licence fee for occupation of Government accommodation [See rule 54]	
(b) Amount to be withheld as indicated by the Directorate of Estates [See rule 54 (i) .	
(c) Dues referred to in rule 54 (2)	
(d) Net amount payable as retirement gratuity	

10. Details of the nominee(s) to whom retirement gratuity is payable:

S.No.	(a) Name	(b) Date of birth (DD/MM/YYYY)	(c) Share in death gratuity	(d) Relationship with deceased Govt. servant	(e) Address
1.					
2.					
3.					

11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S.N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(c) Relationship with deceased Govt. servant	(d) Address of guardian
1.				
2.				
3.				

12. Head of Account to which death gratuity is debitable.

Place:		
Date:		<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> (Signature of Head of Office)

PART II
Account Enfacement
Section I

Total period of qualifying service accepted for retirement gratuity	
Net amount of retirement gratuity after adjusting Government dues	
Head of account to which retirement gratuity is debitable	

Section II

Details of missing Government servant									
Name									
Date of missing									

Amount of gratuity authorised		Amount recoverable from gratuity	
Amount of gratuity withheld pending receipt of 'No Demand Certificate'			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Place: <input style="width: 150px; height: 20px;" type="text"/> Date: <input style="width: 150px; height: 20px;" type="text"/> </div> <div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 20px;"></div> </div>			
(Signature of Account Officer)			

FORM 6**Form for Assessing Gratuity**

[To be sent four months before the date of retirement to the PAO]

[See rules 34, 37, 38 and 42]

PART-I (To be filed by Head of Office)

1. Name of the retiring Government employee			
Name of <input type="checkbox"/> Mother <input type="checkbox"/> Father			
	PAN no.	Date of Birth	
2. Post held at the time of retirement: -			
(a) Name of the office		(b) Post held	
(c) Level of pay in the pay matrix		(d) Basic pay	
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms			
(f) Level of pay /basic pay in the pay matrix of the post in the parent department			
Whether declared substantive in any post under the Central Government			
3. Date of beginning of service		4. Date of ending of service	
5. Cause of ending of service (please tick one)			
(a) Superannuation		(b) Voluntary retirement on being declared surplus (rule 29)	
(c) Voluntary/premature retirement at the initiative of the Government servant [under rules 12 of CCS(Implementation of NPS) Rules, 2021 and FR 56 (k)]			
(d) Premature retirement at the initiative of the Government [FR 56 (j)]			
(e) Permanent absorption in public sector undertaking/Autonomous Body (rule 32)			
(f) Invalidment on medical ground (Rule 16 of CCS(Implementation of NPS) Rules)		(g) Due to abolition of post (rule 29)	
(h) Compulsory retirement (rule 30)		(i) Removal/dismissal from service (rules 31)	
5.A. In the case of compulsory retirement, the orders of the competent authority whether gratuity may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 30)			
5.B. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of gratuity and if so, at what rate (Please see rule 31)			

6. Service in Autonomous body/State Government, if any :-

(a) Details of service :	Name of organisation	Post held
Period of service	From	To
	D d m m y y Y y	Period d d m m y y y y
(b) Whether the above service is to be counted for gratuity in the Government		
(c) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government		

7. Whether any departmental or judicial proceedings in terms of rule 5 are pending against the retiring employee. (If yes, gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)

8. Details of Service

(a) Period of service	From To	Total duration of service
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 36 (1) (b)(iii)]		
(c) Period not counting as qualifying service :-		
(i) Extraordinary leave not counting as qualifying service (rule 13)		
(ii) Periods of suspension not treated as qualifying service (rule 14)		
(iii) Interruptions in service [rule 18 and rule 19]		
(iv) Periods of foreign service with United Nation Bodies for which no contribution for gratuity was received (rule 20)		
(v) Any other period not treated as qualifying service (give details)		
(d) Additions to qualifying service :-		
(i) Benefit of service in an Autonomous Body		
(e) Net qualifying service (a - b - c + d)		
(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22)		

9. Emoluments :-

(a) Emoluments in terms of rule 6	
(b) Emoluments drawn during ten months preceding retirement-	From To Period
Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (sub rule 7 of rule 6)	
(c) Average emoluments (rule 7)	
(d) Emoluments reckoned for retirement gratuity/death gratuity (rule 22)	

10. Amount of retirement gratuity/death gratuity (rule 22)**11. Details of gratuity on finalisation of Department /judicial proceedings**

(a) Percentage of gratuity to be withheld under rule 5	
(b) Amount of gratuity after deduction of amount withheld	

12. Details of Government dues recoverable out of gratuity

(a) Licence fee for Government accommodation [rule 45 and rule 46]	
(b) Dues referred to in rule 47	
(c) Amount indicated by Directorate of Estates to be withheld under rule 46	

Post-retirement address of the retiree			
e-mail ID, if any		Mobile number, if any	

FORM 6 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1. Whether retiring employee is an allottee of Government accommodation	
2. The date on which action initiated to obtain the 'No demand certificate from the Directorate of Estates as provided in rule 22 of CCS(Implementation of NPS) Rules, 2021.	
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates	
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates	
5. If retiring employee is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office	
6. Date on which action initiated to assess the service and emoluments qualifying for gratuity as provided in rule 36	
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 47 (1)	
8. Date on which the retiring Government servant was furnished with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity.	
9. Whether any objection received from the employee on the above certificate	
10. Whether nominations made in Form 2 for	
(i) Death gratuity/retirement gratuity	
11. Whether Details of family in Form 2 of CCS(Implementation of NPS) Rules, 2021 attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for gratuity).	
13. Whether the orders of the competent authority regarding grant of gratuity in the cases of compulsory retirement/dismissal/removal placed on record.	
14. Whether order for withholding gratuity on finalisation of departmental/judicial proceedings attached, if applicable on finalisation of proceedings.	
15. Whether a statement indicating the reasons for delay (in case the papers for payment of gratuity are not forwarded before four months of the retirement of Government Servant) attached.	
16. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	

PART II

[Account Enforcement (by Accounts Officer)]

Date of receipt of papers for payment of gratuity by the Accounts Officer from Head of Office		
Entitlements admitted -		
A. Length of qualifying service		
B. Retirement/Death Gratuity -		
(i) Total amount of gratuity		
(ii) Percentage of gratuity to be withheld under rule 5		
(iii) Amount of gratuity after deduction of amount withheld		
(iv) Amount to be adjusted towards arrears of licence fee for Government accommodation		

and licence fee for retention of Govt. accommodation beyond retirement (rule 46)		
(v) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (rule 46)		
(vi) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (rule 47)		
(v) Net amount to be released immediately		
C. Head of account to which the amount of retirement/death gratuity is to be debited		
D. Whether any order affecting gratuity issued under rule 5.		Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, details thereof		

Signature of Accounts Officer

GRATUITY CALCULATION SHEET

1. Name		2. Designation														
3. Date of birth	4. Level of pay in the pay matrix		5. Basic pay													
6 Date of entry in the Government service	d	D	M	M	Y	y	y	Y	7. Date of retirement	d	d	m	m	y	y	Y
8. Length of qualifying service reckoned for gratuity																
9. Emoluments drawn during the last ten months																
10. Emoluments or average emoluments, whichever is more beneficial for gratuity																
11. Emoluments for gratuity																
12. Retirement gratuity admissible: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)																

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt. Kumari
Retired/retiring Govt. servant

FORM 7

Letter to the Accounts Officer forwarding the papers for payment of gratuity of a Government Servant
[See rules 38, 40 and 51]

No.

Government of India

Ministry of

Department/Office

Date

--	--	--	--	--	--	--	--	--	--

To,

The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of gratuity in respect of Shri/Smt./Km.

--

Sir/Madam,

I am directed to forward herewith the papers for payment of gratuity in respect of Shri/Smt./Km. of this Ministry/ Department/Office

--

 for further necessary action.

2. The details of Government dues which will remain outstanding on the date of death/retirement of the Govt. servant and which need to be recovered/withheld are indicated in item No. 12 of Form 6 / item no 9 of Form-10.
3. The receipt of this letter may be acknowledged.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

--

(Head of Office)

Enclosures:

1. Form 6 or Form 10 duly completed, along with enclosures and checklists.
2. Service Book (date of death/ retirement to be indicated in the service book).

Notes:

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

FORM 8

Letter to the nominee/ member of family of a deceased Government Servant for grant of death gratuity
[See rule 48]

No.
Government of India
Ministry of
Department/Office

Dated

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

Subject: - Payment of death gratuity in respect of late Shri/Smt./Kumari

Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/Smt.

(Name and Designation) in the Office/Department/Ministry of ,
a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

OR

No valid nomination for grant of gratuity exists in this Office in terms of rule 22 and rule 24 of the Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021, a death gratuity is payable to the following members of the family of late Shri/Smt.

(Name and Designation), in the Office/Department/Ministry of
in equal shares: -

- (i) Wife/husband including judicially separated wife/husband
 - (ii) Sons
 - (iii) Unmarried daughter
 - (iv) widowed daughters
- } including step children and adopted children.

OR

(In the absence of above surviving members)

- (i) Father and / or Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (ii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iii) Married daughters; and
- (iv) Children of a pre-deceased son.

-110-

2. In case your enclosed nomination is valid or you are entitled to receive part or whole amount of gratuity in terms of rule 22 and rule 24, it is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 9.

Yours faithfully,

Signature of Head of the Office

FORM 9
Application for the Grant of Death Gratuity
[See rule 48]

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. Details of deceased Government servant:

Name and designation	Date of death
Office/Department/Ministry in which the deceased served last	

2. Details of claimant(s):

Sl. No.	Name	Date of birth (DD/MM/YYYY)	Share	Relationship with the deceased Govt. servant	Postal address
1.					
2.					
3.					

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Share	Relationship with the minor/mentally disabled	Relationship with the deceased Govt. Servant	Postal address

4. Details of bank:

Bank's Name	A/c No.	IFS Code
-------------	---------	----------

Place:

Date:

Mobile no.:

(Signature of the claimant/guardian)

Enclosure:

- Death certificate.
- Guardianship Certificate/ Indemnity Bond and Date of Birth Certificate in case the claimant is a minor.
- Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

FORM 10

**Assessment and Authorisation of Payment of Death Gratuity when a
Government Servant dies while in Service**
[See rules 49, 51 and 53]

Part I

Section I

1. Details of deceased:

(a) Name											
(b) Mother's /Father's name						(c) Date of birth					
(d) Date of death						(e) Religion					

2. Post held at the time of death:

(a) Name of the office											
(b) Post held substantively						(c) Officiating post					
(d) Level of pay in the pay matrix						(e) Basic Pay					
(f) In case the last post was held outside the Government on foreign service terms-											
(i) Level of pay of the post held in the parent department						(ii) Basic pay					
3. Date of beginning of service						4. Date of ending of service					

5. Service in Autonomous Body/State Government, if any

particulars of service:

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="radio"/> Yes <input type="radio"/> No
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government				<input type="radio"/> Yes <input type="radio"/> No
(f) Amount of any gratuity received for the previous civil service, if any		(g) Nature of any pension received for the previous civil service, if any		

6. Service qualifying for death gratuity:

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1)]			
(h) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government rule 20)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c) Additions to qualifying service:	From	To	No. of Days
Benefit of service in an Autonomous Body			

(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22))			
7. Emoluments reckoned for death gratuity		8. Amount of death gratuity	
9. Details of Government dues recoverable out of death gratuity:			
(a) Licence fee for occupation of Government accommodation [See rule 54]			
(b) Amount to be withheld as indicated by the Directorate of Estates [See rule 54 (i)].			
(c) Dues referred to in rule 54 (2)			
(d) Net amount payable as death gratuity			

10. Details of the nominee(s) to whom death gratuity is payable:

S.No.	(a) Name	(b) Date of birth (DD/MM/YY YY)	(d) Share in death gratuity	(e) Relationship with deceased Govt. servant	(f) Address
1.					
2.					
3.					

11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S.N.	(a) Name of minor/mentally disabled child	(b) Name of guardian	(d) Relationship with deceased Govt. servant	(e) Address of guardian
1.				
2.				
3.				

12. Head of Account to which death gratuity is debitable.

Place: <input type="text"/>	<input type="text"/>
Date: <input type="text"/>	(Signature of Head of Office)

Section II

**Details of provisional gratuity drawn and disbursed by the
Head of Office in accordance with rule 50 of Central Civil Services (Payment of Gratuity under National
Pension System) Rules, 2021.**

Death gratuity	Rs.
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Place: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p> </div> <div style="width: 45%; text-align: center;"> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div> <p>(Signature of Head of Office)</p> </div> </div>	

PART II**Account Enfacement****Section I**

Total period of qualifying service accepted for Death gratuity	
Net amount of death gratuity after adjusting Government dues	
Head of account to which death gratuity is debitable	

Section II

Details of deceased Government servant	
Name	Date of death
Amount of gratuity authorised	Amount recoverable from gratuity
Amount of gratuity withheld pending receipt of 'No Demand Certificate'	
Amount of provisional gratuity paid, if any	
Net amount of gratuity after deducting recoveries, withheld gratuity and provisional gratuity, if any	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Place: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 100%;" type="text"/></p> </div> <div style="width: 45%; text-align: center;"> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div> <p>(Signature of Account Officer)</p> </div> </div>	

PROFORMA- A

INDEMNITY BOND

[For claim of gratuity when nominee is minor]

[See rule 24]

KNOW ALL MEN by these presents that we (a)
 (b) the widow/son/brother, etc., of (c)
 deceased, resident of
 (hereinafter called "the Obligor") and (d)
 son/wife/daughter of resident of
and son/wife/daughter of
 resident of
 the sureties for and
 on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") on the sum of Rs. (Rupees only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this day of two thousand and

WHEREAS (c) was at the time of his death in the employment of the Government.
 AND WHEREAS the said (c) died on the day
 of 20 and there was due to him at the time of his death the sum of Rs. (Rupees only) for and towards share of his minor son/daughter in the death/retirement gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

AND WHEREAS the Obligor has satisfied the (e) that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs.

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs. refund to the Government the said sum of Rs. and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.
2.

Signed by the above named 'Surety'/'Sureties'

1.
2.

Accepted for and on behalf of the President of India by

[Name and designation of the Officer directed or authorised, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

(Name and designation of witness)

NOTE I.

(a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the Obligor to the deceased.

(c) Name of the deceased Government Officer.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

(e) Designation of the officer responsible for payment.

NOTE II. The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

PROFORMA -B

INDEMNITY BOND

[In the case of missing employee]

[See rule 33]

KNOW ALL MEN by these presents that we (a).....(b)....., the wife/son /brother/nominee, etc., of (c)who was holding the post ofin the Ministry/Department /Office of is reported to have been missing since(hereinafter referred to as 'missing Government servant') resident of (hereinafter called "the Obligor") and (d)son/wife/daughter of Shri resident ofand son/wife/daughter of resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs. (Rupees equivalent of the amount on account of payment of salary, leave encashment, Retirement/Death Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together with simple interest @..... % p.a. from the date of payment thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and

WHEREAS (c) was at the time of his disappearance in the employment of the Government receiving a pay at the rate of Rs. (Rupees.....) only per month from the Government.

AND WHEREAS the said (c) disappeared on the day of 20 .. and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii) Retirement/Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension at Rs. (Rupees..... only) plus admissible dearness relief thereon.

AND WHEREAS the obligator has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs.(Rupees.....) and monthly family pension @ Rs.(Rupees.....) only and relief thereon to the obligator upon the obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety / Sureties have agreed to execute the Bond in terms and manner herein contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/ Sureties shall in the event of a claim being made , by any other person or the missing employee on appearance, against the Government with respect to the aforesaid sum of Rs.(Rupees.....) and the sum paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.(Rupees.....) and each and every sum paid by Government as monthly pension and relief together with simple interest @.....% per annum and shall, otherwise, indemnify keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.

2.

Signed by the above named 'Surety' / 'Sureties'

1.

2.

Accepted for and on behalf of the President of India by

[Name and designation of the Officer directed or authorised, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

..... (Name and designation of witness)

NOTE I. (a) Full name of the claimant referred to as the 'Obligor'. (b) State relationship of the 'Obligor' to the 'missing Government servant'. (c) Name of the 'missing Government servant'. (d) Full name or names of the Sureties with name or names of the father (s)/husband(s) and place of residence.

NOTE II. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III. The rate of simple interest will be as prescribed by the Government from time to time on Public Provident Fund rates.

[F. No. 59 /03 /2019 – P&PW(B)]

SANJIV NARAIN MATHUR, Jt. Secy.

