

# **Central Civil Services (Commutation of Pension) Rules, 1981**

**(Last Amended Date : 06/06/2013)**

**DEPARTMENT OF PENSION & PENSIONERS' WELFARE**

## CCS (Commutation of Pension) Rules, 1981

(Last Amended Date : 06/06/2013)

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## 1. Short title and commencement -

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 Comptroller & Auditor General in relation of persons serving in Indian Audit and Accounts Department, the President hereby makes the following rules, namely : -

- (1) These rules may be called the Central Civil Services (Commutation of Pension) Rules, 1981.
- (2) They shall come into force on the 1st July, 1981.

## 2. Application

These rules shall apply to Government servants appointed on or before 31st day of December 2003 who may be entitled to or have been authorised any class of pension referred to in Chapter V of the Central Civil Services (Pension) Rules, 1972.

## 3. Definitions -

- (1) In these rules, unless the context otherwise requires : -

	(a)	"Accounts Officer" means an officer, whatsoever his official designation may be, 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 keeping the accounts or part of the accounts of the Central Government or Union Territory;
	(b)	"Applicant" means a Government servant, including a retired Government servant, who applies for commutation of a percentage of pension in the prescribed form ;
	(c)	"Chief Administrative Medical Authority" means the medical authority of the State or the Union Territory as specified in the Annexure appended to these rules ;
	(d)	"Retirement gratuity" means the gratuity payable under sub-rule (1) of Rule 50 of the Pension Rules
	(e)	"Disbursing authority" means -
	(i)	branch of a nationalised bank, or
	(ii)	treasury including sub-treasury, or
	(iii)	Accounts Officer,
		from where the applicant is receiving pension authorised under the Pension Rules ;
	(f)	"Form" means a Form appended to these rules ;

	(g)	"Government" means the Central Government ;
	(h)	"Head of Office" means a Gazetted Officer referred to in clause (1) of sub-rule (1) of Rule 3 of the Pension Rules ;
	(i)	"Medical authority" means medical authority referred to in Rule 22 ;
	(j)	"Pension" means any class of pension including compassionate allowance referred to in Chapter V of the Pension Rules but does not include extra pension and the amount, by whatever name called, granted by the Government to a pensioner as a compensation for higher cost of living ;
	(k)	"Pension Rules" means the Central Civil Services (Pension) Rules, 1972 ;
	(l)	"Provisional Pension" means the pension referred to in Rule 64 or Rule 69 of the Pension Rules, as the case may be ;
	(m)	"Table" means a table appended to these rules.

(2) The words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Pension Rules.

#### **4. Restriction on commutation of pension -**

No Government servant against whom departmental or judicial proceedings, as referred to in Rule 9 of the Pension Rules, have been instituted before the date of his retirement, or the pensioner against whom such proceedings are instituted after the date of his retirement, shall be eligible to commute a percentage of his provisional pension authorised under Rule 69 of the Pension Rules or the pension, as the case may be, during the pendency of such proceedings.

#### **5. Limit on commutation of pension -**

(1) A Government servant shall be entitled to commute for a lump sum payment of an amount not exceeding forty percent of his pension.

(2) In an application for commutation in Form 1 or Form 1-A or Form 2, as the case may be, an applicant shall indicate the fraction of pension which he desires to commute and may either indicate the maximum limit of forty percent of pension or such lower limit as he may desire to commute.

(3) If percentage of pension to be commuted results in fraction of a rupee, such fraction of a rupee shall be ignored for the purpose of commutation.

## **6. Commutation of pension to become absolute -**

(1) The commutation of pension shall become absolute in the case of an applicant referred to -

- (i) in sub-rule (1) of Rule 13, on the date on which the application in Form 1 is received by the Head of Office ;
- (i-a) in sub-rule (3) of Rule 13, on the date following the date of his retirement ;
- (ii) in Chapter IV, on the date on which the medical authority signs the medical report in Part III of Form 4 ;

Provided that -

- (a) in the case of an applicant who is drawing his pension from a treasury or Accounts Officer, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after issue of authority by the Accounts Officer for the payment of commuted value of pension, whichever is earlier, and
- (b) in the case of an applicant who is drawing pension from a branch of a nationalized bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the bank to the applicant's account to which pension is being credited.
- (c) in the case of an applicant governed by sub-rule (3) of Rule 13 in whose case the commuted value of pension becomes payable on the day following the date of his retirement, the reduction in the amount of pension on account of commutation shall be operative from its inception. Where, however, payment of commuted value of pension could not be made within the first month after the date of retirement, the difference of monthly pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value of pension is deemed to have been paid in terms of Rule 49 of the Central Government Accounts (Receipts and Payments) Rules, 1983, shall be authorized by the Accounts Officer.]

(2) In the case of an applicant referred to in Rule 9 or Rule 10, the commuted value is paid in two or more stages, the reduction in the amount of pension shall be made from the respective dates of the payments as laid down in Clause (a) or Clause (b) of the proviso to sub-rule (1).

(3) The date on which the payment of the commuted value of pension was made to the applicant or the commuted value was credited to the applicant's account shall be entered in both halves of the Pension Payment Order by the disbursing authority under intimation to the Accounts Officer who authorized the payment of commuted value of pension.

## **7. Nominations -**

(1) An applicant shall make a nomination in Form 5 along with the application referred to in Rule 13 or Rule 19, as the case may be, conferring on one or more persons the right to receive

the commuted value of pension in case the applicant dies without receiving the commuted value on or after the date on which commutation became absolute.

(2) If there is no such nomination, or if the nomination made does not subsist, the commuted value shall be paid to the family in the manner indicated in sub-rule (1) (b) of Rule 51 of the Pension Rules.

(3) If in any case the commuted value cannot be paid in the manner indicated in sub-rules (1) and (2), the same shall be paid to his/her heirs.]

## **8. Calculation of commuted value of pension -**

The lump sum payable to an applicant shall be calculated in accordance with the Table of the values prescribed from time to time and applicable to the applicant on the date on which the commutation becomes absolute.

## **9. Commutation of provisional pension -**

(1) A Government servant to whom, pending assessment of final pension, provisional pension has been sanctioned under Rule 64 of the Pension Rules shall be eligible to commute a fraction of such provisional pension subject to the limit specified in Rule 5.

(2) For the purpose of commutation of provisional pension, the provisions of Chapter III or Chapter IV, as the case may be, shall apply.

(3) The provisions of this sub-rule shall apply to an applicant who for the purpose of commutation of provisional pension is governed by Chapter IV of these rules :-

(i)		Where an applicant desires to commute a percentage of his provisional pension which works out to be not exceeding six thousand rupees per mensem and in whose case it is expected that the amount which he would be entitled to commute when the final amount of pension has been authorized would exceed six thousand rupees per mensem, his application shall be deemed, for the purpose of Rule 22, to be for commutation of amount exceeding six thousand rupees per mensem.
(ii)	(a)	Where the applicant does not indicate the possibility of his entitlement to commutation of pension exceeding six thousand rupees per mensem on the determination of final pension due to him, he shall be treated as having applied for commutation of pension not exceeding six thousand rupees per mensem.
	(b)	If on the determination of final pension, the applicant becomes entitled to commute his pension up to six thousand rupees per mensem, he shall not be required to undergo medical examination for payment to him of the difference between the commuted value of the pension originally commuted and the pension commuted subsequently.

	(c)	If on the determination of final pension, the applicant becomes entitled to commute a sum exceeding six thousand rupees, he shall, for commutation of pension exceeding rupees one hundred, be required to apply afresh in Form 2.
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## **10. Retrospective revision of final pension -**

An applicant who has commuted a percentage of his final pension and after commutation his pension has been revised and enhanced retrospectively as a result of Government's decision, the applicant shall be paid the difference between the commuted value determined with reference to enhanced pension and the commuted value already authorized. For the payment of difference the applicant shall not be required to apply afresh :

Provided that in the case of an applicant who has commuted a percentage of his original pension not exceeding rupees six thousand after being declared fit by a Civil Surgeon or a District Medical Officer and as a result of retrospective enhancement of pension, he becomes eligible to commute an amount exceeding six thousand rupees per mensem, he shall be allowed the difference between the commuted value of six thousand rupees per mensem and the commuted value of the percentage of the original pension without further medical examination. The commutation of any further amount beyond rupees six thousand per mensem shall be treated as fresh commutation and allowed subject to examination by a Medical Board.

### **10 A. Restoration of Commuted Pension –**

“The commuted amount of pension shall be restored on completion of fifteen years from the date the reduction of pension on account of commutation becomes operative in accordance with rule 6:

Provided that when the commutation amount was paid on more than one occasion on account of upward revision of pension, the respective commuted amount of pension shall be restored on completion of fifteen years from the respective date(s)”

## **11. Scope -**

The provisions of this Chapter shall apply to an applicant who is eligible to commute a percentage of his pension without medical examination.

## **12. Eligibility -**

An applicant who is authorized -

- (i) a superannuation pension under Rule 35 of the Pension Rules ;  
or
- (ii) a retiring pension under Rule 36 of the Pension Rule ; or
- (iii) a pension on absorption in or under a corporation or company or body in terms of Rule 37 of the Pension Rules and who elects to receive monthly pension and retirement gratuity ; or
- (iv) a compensation pension on abolition of permanent post under Rule 39 of the Pension Rules ; or
- (v) a pension in whole or in part on the finalization of the

departmental or judicial proceedings referred to in Rule 9 of the Pension Rules and issue of final orders thereon,

shall, subject to the limit in Rule 5, be eligible to commute a percentage of his pension without medical examination :

Provided that he applies for commutation of pension in Form 1 or Form 1-A in accordance with the provisions of Rule 13.

NOTE. - Pension referred to in Clause (i), Clause (ii) and Clause (iv) shall include the provisional pension sanctioned under Rule 64 of the Pension Rules.

### **13. Application for commutation of pension -**

(1) An applicant, who is in receipt of any pension referred to in Rule 12 and desires to commute a percentage of that pension any time after the date following the date of his retirement from service but before the expiry of one year from the date of retirement, shall -

- (a) apply to the Head of Office in Form 1 after the date of his retirement ;
- (b) ensure that the application in Form 1, duly completed , is delivered to the Head of Office as early as possible but not later one year of the date of his retirement :

Provided that in the case of an applicant -

- (a) referred to in Clause (iii) of Rule 12, where order retiring him from Government service had been issued from a retrospective date, the period of one year referred to in this sub-rule shall reckon from the date of issue of the retirement orders ;
- (b) Referred to in Clause (v) of Rule 12, the period of one year referred to in this sub-rule shall reckon from the date of the issue of the orders consequent on the finalization of the departmental or judicial proceedings.

(2) An applicant who applies for commutation of pension within one year of the date of his retirement but his application in Form 1 is received by the Head of Office after one year of the date of his retirement, shall not be eligible to get his pension commuted, without medical examination. Such an applicant, if he desires to commute a percentage of his pension, shall apply afresh in Form 2 in accordance with the procedure laid down in Chapter IV.

(3) A Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorized at the time of issue of the pension payment order, shall be eligible to apply for commutation of a percentage of pension along with pension papers prior to the date of retirement provided that -

- (a) the Government servant retires on superannuation pension only ;
- (b) the application is submitted to the Head of Office in Form 1- A, so as to reach the Head of Office not later than three months before the date of superannuation ;
- (c) no such application shall be entertained if the period is less than three months from the date of superannuation of the



Government servant ; and

- (d) the Government shall have no liability for the payment of the commuted value of pension if the Government servant dies before the date of superannuation or forfeits claim to pension before such retirement.

**14. Action to be taken by the Head of Office on application for commutation of pension**

(1) The Head of Office on receipt of application in Form 1 under sub-rule (1) or in Form 1- A of sub-rule (3) of Rule 13, shall:-

- (a) initial the Form indicating the date of its receipt ;
- (b) acknowledge immediately the receipt of Form 1 or Form 1-A in Part II of that Form and dispatch the same to the applicant;
- (c) take immediate action to complete Part III of Form 1 or Form 1-A and forward the same to the Accounts Officer after retaining one copy for his record.

(2) In case application in Form 1 is received by the Head of Office under sub-rule (1) of Rule 13 after one year of the date of retirement of the applicant, the Head of Office shall inform the applicant that :-

- (a) he shall not be eligible to commute a percentage of pension without medical examination;
- (b) if he desires to get a percentage of the pension commuted, he should apply afresh in Form 2 so that arrangements for medical examination are made in accordance with the procedure laid down in Chapter IV.

**15. Authorization of commuted value by the Accounts Officer -**

(1) The Accounts Officer on receipt of Form 1 from the Head of Office shall verify that -

- (a) information furnished by the Head of Office in Part III of Form 1 is correct;
- (b) the applicant is eligible to commute a percentage of his pension without medical examination ;
- (c) the commuted value of pension has been determined correctly by the Head of Office.

(2) The Accounts Officer after necessary verification of the information furnished in Form 1 shall -

- (a) issue authority for the payment of commuted value of pension to the disbursing authority concerned ;
- (b) draw the attention of the disbursing authority concerned to the proviso to sub-rule (1) of Rule 6 so that the disbursing authority may make entry in the Pension Payment Order regarding the date on which the amount of pension is to be reduced on

account of commuted part of pension ;

- (c) endorse to the applicant a copy of the authority referred to in Clause (a) with the instruction that he should collect the commuted value of pension from the disbursing authority.

(3) (a) The Accounts Officer, on receipt of Form 1-A from the Head of Office, shall ascertain and verify if the amount of superannuation pension of the applicant has been calculated and if not, take steps to finalize the amount of pension so that the Pension Payment Order is issued before one month of the date of retirement of the applicant.

(b) (i) The Accounts Officer after necessary verification of the information furnished in Form 1-A shall :-

- (a) authorize the Head of Office to draw the amount of commuted value of pension on submission of a bill to him and hand over the cheque/draft superscribed. Not payable before the.....,(date following the date retirement) to the pensioner ;
  - (b) indicate in both the halves of the Pension Payment Order (1) the gross pension ; (2) the amount of pension commuted ; and (3) the fact that the commuted value of pension has been authorized separately through the Drawing and Disbursing Officer ;
  - (c) correspondingly reduce the monthly pension from its inception ;
  - (d) make a note of payment of the commuted value of pension having been made to the retiring Government servant in his Service Book ; and
  - (e) where the payment of commuted value of pension has not been made within the first month after the date of retirement and the delay is not attributable to the pensioner, the Accounts Officer shall issue an authority to the Head of Office for the payment of the difference of monthly pension for the period between the day following the date of retirement and the date preceding the date on which the Commuted Value of pension is deemed to have been paid in terms of Rule 49 of the Central Government Accounts (Receipts and Payments) Rules, 1983.
- (ii) The Accounts Officer shall intimate to the applicant the date on which the Pension Payment Order has been despatched to the disbursing authority.
  - (iii) The Accounts Officer shall also request the Head of Office to intimate the date on which the cheque/draft of the commuted value of the pension has been handed over to the applicant.]

#### **16. Authorization of the commuted value of a percentage of provisional pension -**

(1) If pending determination of final pension, the Head of Office has sanctioned provisional pension to a Government servant under Rule 64 of the Pension Rules and such a Government servant has applied for commutation of provisional pension in Form 1 in accordance with the provisions of Rule 9, the Head of Office on receipt of Form 1 shall -

- (a) take action as provided in sub-rule (1) of Rule 14 and forward Form 1 to the Accounts Officer along with the duly completed pension papers referred to in Rule 61 of the Pension Rules, in case pension papers have not already been forwarded to the Accounts Officer;
  - (b) request the Accounts Officer to verify the correctness of the amount of provisional pension and the amount of the commuted value of the percentage of the provisional pension as determined in Part III of Form 1.
- (2) The Accounts Officer on receipt of Form 1 under sub-rule (1), shall verify the correctness of the amount of provisional pension and make further verification as provided in sub-rule (1) of Rule 15.
- (3) The Accounts Officer after necessary verification of the amount of the provisional pension and the amount of the commuted value shall -
- (a) issue authority for the payment of commuted value of pension to the Head of Office with the remarks that the commuted value may be drawn and disbursed to the applicant under intimation to him ;
  - (b) draw the attention of the Head of Office to the proviso to sub-rule (1) of Rule 6 so that the Head of Office may make reduction in the amount of provisional pension on account of commutation accordingly ; and
  - (c) endorse to the applicant a copy of the authority referred to in clause (a) with the instructions that he should pursue the matter with the Head of Office;
- (4) The Head of Office on receipt of authority from the Accounts Officer under sub-rule (3), shall draw the amount of commuted value of pension and disburse the same to the applicant under intimation to the Accounts Officer.
- (5) The Accounts Officer shall on final assessment of pension '-
- (a) issue authority to the disbursing authority for the payment of the difference between the commuted value so determined and the commuted value already paid by the Head of Office;
  - (b) make entry in the Pension Payment Order to be issued on the cessation of the payment of the provisional pension by the Head of Office, the fact of the payment of the commuted value of provisional pension by the Head of Office and also indicate the date from which the payment of the residuary pension shall commence.

## **17. Scope -**

The provisions of this Chapter shall apply to an applicant who is eligible to commute a percentage of his pension after medical examination.

### **18. Eligibility -**

An applicant who -

- (i) retires on invalid pension under Rule 38 of the Pension Rules ;or
- (ii) Omitted by G.I., Dept. of P. & P.W., Notification No. 4/42/91- P. & P.W. (D), dated the 25th June, 1997..
- (iii) is compulsorily retired from service as penalty and is granted pension under Rule 40 of the pension Rules; or
- (iv) is in receipt of compassionate allowance under Rule 41 of the Pension Rules ; or
- (v) has retired from service on one of the pensions referred to in Rule 12 but his application for commutation has not been received by the Head of Office within one year of his retirement, shall be eligible to commute a percentage of his pension subject to the limit specified in Rule 5 after he has been declared fit by the appropriate medical authority.

### **19. Application for commutation of pension -**

An applicant referred to in Rule 18 shall apply to the Head of Office in Form 2 for commutation of a percentage of his pension including provisional pension sanctioned under Rule 64 of the Pension Rules.

### **20. Action to be taken by the Head of Office on application for commutation of pension**

(1) The Head of Office on receipt of application in Part 1 of Form 2 under Rule 19 shall -

- (a) acknowledge immediately the receipt of Form 2 in Part II of that Form and despatch the same to the applicant ;
- (b) forward Form 2 in original to the Accounts Officer in Part III of that Form with the request that Part IV of that Form may be completed immediately and returned to him as early as possible so that action for getting the applicant examined by the appropriate medical authority is taken.

(2) The Accounts Officer on receipt of Form 2 from the Head of Office under sub-rule (1) shall complete Part IV of that Form and transmit the same to the Head of Office as early as possible.

(3) The Head of Office on receipt of Form 2 from the Accounts Officer under sub-rule (2) shall address in Form 3 the Chief Administrative Medical Authority of the State or Union Territory as specified in the Annexure where the applicant desires to be medically examined and forward to him the following documents :-

- (i) Form 2 with Part IV of that Form duly completed in original ;

- (ii) two copies of the applicant's photograph of which one shall be an attested copy ;
- (iii) a copy of Form 4 with a spare copy of Part III of that Form ;
- (iv) report or statement of the applicant's case if he has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to his actual age or has been refused commutation on medical grounds.

(4) A copy of letter in Form 3 addressed to the Chief Administrative Medical Authority shall be endorsed to the applicant and the Accounts Officer by the Head of Office.

## **21. Action to be taken by the Chief Administrative Medical Authority -**

(1) The Chief Administrative Medical Authority on receipt of documents referred to in sub-rule (3) of Rule 20 shall -

- (a) arrange as far as possible for the medical examination of the applicant by the medical authority at the nearest available station indicated by the applicant in Form 2 ;
- (b) transmit the documents referred to in sub-rule (3) of Rule 20 to the medical authority with the direction to examine the applicant as provided in Rule 25 ;
- (c) inform the applicant as to where and when he should appear for medical examination or if necessary direct the medical authority to communicate to the applicant the date and time of such examination.

(2) In fixing the date of medical examination, it shall be ensured that the medical examination is held, as far as possible, before the date of applicant's next birthday.

## **22. Medical Authority -**

(1) Save as otherwise provided in sub-rule (2), the medical authority shall be a Medical Board, where an applicant for commutation of pension ,-

- (a) seeks commutation of invalid pension, or
- (b) seeks commutation of pension other than invalid pension but the amount of pension to be commuted together with the amount or amounts previously commuted exceeds six thousand rupees per mensem, or
- (c) has been refused commutation on medical grounds or if he having once declined to accept commutation on the basis of addition of years to his actual age recommended by the medical authority, applied for a second medical examination in accordance with the provisions of Rule 26 and Rule 27.

(2) In any other cases not covered by sub-rule (1), the medical authority shall be a Medical Officer not lower in status than that of a Civil Surgeon or a District Medical Officer.

**23. Fee for medical examination to be borne by the applicant -**

The applicant shall be required to pay for medical examination such fee as may be specified by the Central Government.

**24. Failure to appear before medical authority -**

(1) If the applicant after receipt of communication from the Chief Administrative Medical Authority or the medical authority referred to in Clause (c) of sub-rule (1) of Rule 21 fails to appear for medical examination before the medical authority on the date and time communicated to him (including any change therein either at the request of the applicant or due to administrative reason) and there is no reasonable ground for his failure, the medical authority shall report the fact to the Head of Office concerned and return to him the documents received under Clause (b) of sub-rule (1) of Rule 21.

(2) With the return of documents to the Head of Office under sub-rule (1), the application for commutation shall be treated as having been withdrawn.

**25. Procedure for Medical Examination -**

- (1) The medical authority shall -
- (a) obtain from the applicant a statement in Part I of Form 4, duly signed by the applicant in its presence ;
  - (b) subject the applicant to medical examination and enter the result thereof in Part II of Form 4 ;
  - (c) attest the unattested copy of the photograph of the applicant ;
  - (d) complete the certificate contained in Part III of Form 4 ;

Provided that where -

- (i) an applicant has been granted invalid pension, or
- (ii) an applicant has previously commuted a part of his pension, or
- (iii) an applicant has been refused commutation on medical grounds, or
- (iv) an applicant had declined to accept the commutation on the basis of addition of years to his actual age,

the medical authority shall, before completing the certificate contained in Part III of Form 4, take into consideration the statement of the medical case of the applicant.

(2) After complying with the requirements of sub-rule (1), the medical authority shall without delay forward to the Accounts Officer who has already completed Part IV of Form 2, the following documents, namely : -

- (a) Form 2 in original,
  - (b) attested copy of the applicant's photograph.
  - (c) Form 4 in original, and
  - (d) a certified copy of Form 4 to the Head of Office who has countersigned Part IV of Form 2.
- (3) The medical authority shall also send to the applicant a certified copy of Part III of Form 4.

**26. Second Medical Examination -**

- (1) Subject to the provisions of Rule 27, the medical examination in the case of an applicant referred to in Clause (c) of sub-rule (1) of Rule 22 shall take place after the expiry of a period of not less than one year from the date of the first medical examination.
- (2) If the applicant desires to be re-examined on the expiry of the period specified in sub-rule (1), the examination shall be by a Medical Board at his own expense. For this purpose, he shall address a letter to the Head of Office with the request that arrangements for his re-examination by a Medical Board may be made. He shall indicate in the letter -
- (i) the medical authority which examined him earlier and the date on which such examination took place,
  - (ii) the place where he was examined,
  - (iii) the opinion of the medical authority,
  - (iv) the date of birth and the date of retirement,
  - (v) designation of the post held at the time of retirement,
  - (vi) the amount of pension authorized,
  - (vii) the percentage of pension which was originally applied for commutation.
- (3) The Head of Office on receipt of letter under sub-rule (2) shall address the Chief Administrative Medical Authority for arranging re-examination of the applicant by a Medical Board and forward the following documents to such authority :-
- (i) letter in original received from the applicant,
  - (ii) the certified copy of Form 4 received earlier by the Head of Office from the medical authority under Clause (d) of sub-rule (2) of Rule 25.
- (4) The Chief Administrative Medical Authority on receipt of the communication from the Head of Office under sub-rule (3) shall inform the applicant as to where and when he should appear for medical examination before the Medical Board or if necessary direct the Medical Board to communicate to the applicant the place, date and time of such examination.
- (5) The applicant after the receipt of communication under sub-rule (4) shall appear before the Medical Board at the place and on the date and time communicated to him.
- (6) The Medical Board shall examine the applicant and if after the examination it is of the view that the earlier opinion of the medical authority needs no revision or modification or

needs revision or modification shall record its opinion and communicate the same to the Head of Office under intimation to the applicant. The documents received by the Medical Board under sub-rule (3) shall also be returned to the Head of Office.

(7) If as a result of the opinion of the Medical Board received by the Head of Office under sub-rule (6), the applicant becomes eligible to commute a percentage of pension originally applied for, the Head of Office shall determine the commuted value with reference to the Table applicable on the date, the Medical Board recorded its opinion. The Head of Office thereafter shall request the Accounts Officer to take further action for the authorization of the commuted value and forward the following documents to him :-

- (i) letter in original received from the applicant under sub-rule (2),
- (ii) the opinion of the Medical Board received under sub-rule (6) in original,
- (iii) calculation sheet showing the commuted value determined with reference to the revised or modified opinion of the Medical Board.

(8) The Accounts Officer on receipt of the documents under sub-rule (7) shall verify the correctness of the commuted value determined by the Head of Office and thereafter take action to authorize the commuted value to the applicant under intimation to the Head of Office.

## **27. Appeal against the findings of medical authority -**

(1) Notwithstanding anything contained in Rule 26, an applicant referred to in Clause (c) of sub-rule (1) of Rule 22 shall be eligible for second medical examination before the expiry of the period specified in sub-rule (1) of Rule 26, if he feels that the medical authority in refusing commutation on medical grounds or making addition of years to his actual age has committed an error of judgement. Such an applicant may, within one month of the receipt of the certified copy of Part III of Form 4, from the medical authority, prefer an appeal by addressing a letter to the Head of Office that the opinion of the medical authority may be got reviewed by another medical authority mentioned in sub-rule (2) at his own expense. He shall also indicate in the letter-

- (i) the medical authority which had examined him earlier and the date on which the examination took place,
- (ii) the place where he was examined,
- (iii) the opinion of the medical authority,
- (iv) the date of birth and the date of retirement,
- (v) designation of the post held at the time of retirement,
- (vi) the amount of pension authorized,
- (vii) the percentage of pension which was originally applied for commutation.

(2) In case an applicant referred to in sub-rule (1) -

- (i) was examined previously by a Medical Officer, not



lower in status than a Civil Surgeon or a District Medical Officer, he shall be re-examined by a Medical Board, or

- (ii) was previously examined by a Medical Board, he shall be re-examined by a second Medical Board, the members of which shall be different from those of the first Medical Board.

(3) The Head of Office shall, within one month of the receipt of letter under sub-rule (1), take steps for arranging the re-examination of the applicant. For this purpose, he shall address the Chief Administrative Medical Authority, where the applicant was examined previously. He shall, while addressing the Chief Administrative Medical Authority, invite his attention to the provisions of sub-rule (2) and forward to it the following documents :-

- (i) letter received from the applicant in original,
- (ii) certified copy of Form 4 received earlier by the Head of Office from the medical authority under Clause (d) of sub- rule (2) of Rule 25.

(4) The Chief Administrative Medical Authority on receipt of communication from the Head of Office under sub-rule (3) shall arrange for the second medical examination of the applicant by a Medical Board which shall be constituted in accordance with the provisions of sub-rule (2). The Chief Administrative Medical Authority shall, thereafter, inform the applicant as to where and when he should appear for medical examination before the Medical Board or if necessary direct the Medical Board to communicate to the applicant the place, date and time of such examination.

(5) The applicant on receipt of the communication under sub-rule (4) shall appear for the medical examination before the Medical Board on the date and time, communicated to him.

(6) The Medical Board shall examine the applicant and if after the examination, it is of the view that the earlier opinion of the medical authority needs no revision or modification or needs revision or modification shall record its opinion and communicate the same to the Head of Office under intimation to the applicant and the findings of the Medical Board shall be binding on the applicant.

(7) If the Medical Board as a result of the second medical examination of the applicant, sets aside or modifies the opinion of the first medical authority, the finding of the Medical Board shall be deemed to have come into force on the date on which the first medical authority recorded its opinion and the claim of the applicant for commutation shall be settled accordingly.

(8) Nothing contained in this rule shall apply to an applicant in whose case the medical authority as a result of the first medical examination had directed that the applicant's age for the purpose of commutation should be assumed to be greater than his actual age, and the applicant received the commuted value with reference to the enhanced age.

## **28. Withdrawal of application -**

(1) The applicant may, after giving notice in writing, to the Head of the Office, withdraw his application at any time before subjecting himself to medical examination before the medical authority but in no case after he has appeared before such authority.

(2) In case the medical authority directs that the applicant's age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may, -

- (a) by giving notice in writing to the Head of Office withdraw his application within fourteen days from the date on which he receives the certified copy of Part III of Form 4 and endorse a copy of notice to the Accounts Officer, or
- (b) request the Head of Office within the period specified in Clause (a) under intimation to the Accounts Officer that he may be permitted to reduce the amount of pension already applied for commutation to an amount to be indicated by the applicant.

(3) Where a request for withdrawal has not been made by the applicant within the time specified in Clause (a) of sub-rule (2), it shall be presumed that he has accepted the findings of the medical authority and the Accounts Officer shall take action to authorize the payment of commuted value of pension.

(4) If a request for reduction in the amount of pension to be commuted is made as provided in Clause (b) of sub-rule (2), the Accounts Officer shall authorize the payment of commuted value of pension with reference to the reduced amount.

(5) If the applicant is informed by the Accounts Officer under Rule 29 that on account of modification of the Table, the commuted value becoming payable to the applicant will be less than the value communicated to him in Form 3, it shall be open to the applicant to withdraw his application by a written notice addressed to the Accounts Officer and the applicant shall endorse a copy of the notice to the Head of Office within fourteen days of the date on which he receives intimation of such modification.

## **29. Modification in the value specified in the Table -**

(1) In case the value specified in the Table is modified at any time before the commutation becomes absolute in terms of Clause (ii) of sub-rule (1) of Rule 6, the payment shall be made in accordance with the value so modified.

(2) Where the commuted value calculated with reference to the Table as modified, is less favourable than the value determined with reference to the Table before it was so modified, the Accounts Officer shall -

- (a) inform the applicant of the revised value and communicate to him the provisions of sub-rule (5) of Rule 28, and
- (b) endorse to the Head of Office a copy of the communication issued under Clause (a).

## **30. Authorization of payment of commuted value by the Accounts Officer**

(1) Subject to the provisions of sub-rule (2) and sub-rule (3) of Rule 28, the Accounts Officer on receipt of the documents referred to in sub-rule (2) of Rule 25, from the medical authority, shall without delay issue an order to the disbursing authority concerned and furnish to it the following particulars and documents, namely :-

- (i) the amount of pension commuted, the amount of commuted value of pension and the date on which the commutation became absolute,
- (ii) the amount of residuary pension,
- (iii) Form 4 in original,
- (iv) copy of the applicant's photograph as attested by the medical authority.

(2) The Accounts Officer shall also -

- (a) bring to the notice of disbursing authority the provisions of the proviso to sub-rule (1) of Rule 6 regarding the date on which the amount of original pension should be reduced ;
- (b) endorse to the applicant a copy of the order issued under sub-rule (1) with the remarks that he should collect the commuted value from the disbursing authority ; and
- (c) bring to the notice of the applicant the provisions of the proviso to sub-rule (1) of Rule 6.

### **31. Final assessment of provisional pension**

(1) An applicant referred to in sub-rule (3) of Rule 9 to whom the commuted value of the percentage of the provisional pension has been paid by the Head of Office, shall, on final assessment of the pension, be paid by the Accounts Officer, the difference between the commuted value so determined and the commuted value already paid :

Provided that where an applicant has been examined by a Medical Officer for the commutation of a percentage of provisional pension and such an applicant on assessment of final pension becomes eligible to commute an amount exceeding six thousand rupees per mensem, he shall be allowed the difference between the commuted value of six thousand rupees per mensem and the commuted value of the fraction of the provisional pension without further medical examination but the payment of the commuted value of pension exceeding six thousand rupees per mensem shall be made if the applicant applies afresh for medical examination as provided in Clause (c) of sub-rule (3) of Rule 9 and he is declared fit by a Medial Board.

(2) The commuted value of the percentage of provisional pension as indicated in the endorsement in Form 3 addressed to the applicant and forwarded under sub-rule (4) of Rule 20 shall be deemed to have been amended with the issue of an authority by the Accounts Officer for the payment of difference between the commuted value of the percentage of the final pension and the percentage of the provisional pension.

### **32. 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.

**33. 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, that 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.

**34. Repeal and Savings -**

(1) On the commencement of these rules, every rule, regulation or order including Office Memoranda (hereinafter referred to in this rule as the old rule) 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.

(2) Notwithstanding such cesser of operation -

- (a) any application for commutation of pension which is pending before the commencement of these rules shall be disposed of in accordance with the provisions of old rules as if these rules had not been made ; and
- (b) subject to the provisions of Clause (a), anything done or any action taken under the old rules shall be deemed to have been done or taken under the corresponding provisions of these rules.

**FORM I**  
**FORM OF APPLICATION FOR COMMUTATION OF A**  
**PERCENTAGE OF PENSION WITHOUT MEDICAL EXAMINATION**

(To be submitted in duplicate after retirement but within one year  
of the date of retirement)

**PART I**

To

The.....

.....

.....

(Here indicate the designation and full address of the Head of Office

**Subject:- Commutation of pension without medical examination.**

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below -

1. Name (in Block Letters) ... ..
2. Father's name (also husband's name in the case of a female Government servant) ... ..
3. Designation at the time of retirement ... ..
4. Name of Office/Department/Ministry in which employed ... ..
5. Date of birth (by Christian era) ... ..
6. Date of retirement ... ..
7. Class of pension on which retired ... ..
8. Amount of pension authorized. [In case final amount of pension has not been authorized, indicate the amount of provisional pension sanction under Rule 64 of the Central Civil Services (Pension) Rules, 1972] ... ..
9. \* Percentage of pension proposed to be commuted ... ..
10. Designation of the Accounts Officer who authorized the pension and the No. and date of the Pension Payment Order, if issued ... ..
11. <sup>1</sup>Disbursing authority for payment of pension -
  - (a) Treasury/Sub-Treasury (Name and complete address of the Treasury/Sub-Treasury to be indicated) ... ..
  - (b) (i) Branch of the Nationalized Bank with complete postal address ... ..
  - (ii) Bank Account No. to which monthly pension is being credited each month ... ..
  - (c) Accounts Office of the Ministry/Department/Office ... ..

Place :

Signature

Date :

Postal Address

\* The applicant should indicate the percentage of the amount of the monthly pension subject to maximum of 40% thereof which he desires and not the amount in Rupees.

1 Score out which is not applicable.

## PART II

### ACKNOWLEDGEMENT

Received from Shri.....(name).....(former designation) application in Part I of Form 1 for the commutation of a percentage of pension without medical examination.

Place :

Signature

Date :

Head of Office

NOTE. - This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by the post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover.

## PART III

Forwarded to the Accounts Officer.....(here indicate the address and designation) with the remarks that -

- (i) the particulars furnished by the applicant in Part I have been verified and are correct ;
- (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination ;
- (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....
- (iv) the amount of residuary pension after commutation will be Rs.....

2. It is requested that further action to authorize the payment of the amount of commuted value of pension may be taken as in Rule 15 of the Central Civil Services (Commutation of Pension) Rules, 1981.

3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on.....

4. The commuted value of pension is debitable to Head of Account -----.

Place :

Signature

Date :

Head of Office

**FORM 1-A**

**FORM OF APPLICATION FOR COMMUTATION OF A PERCENTAGE OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORIZED THROUGH THE PENSION PAYMENT ORDER**

[see Rules 5(2), 12,13(30,14(i) and 15(3)

(To be submitted in duplicate at least three months before the date of retirement)

**PART I**

The.....
.....
.....
(Here indicate the designation and full address of the Head of Office)

Subject: - **Commutation of pension without medical examination.**

Sir,

I desire to commute a percentage of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below -

1. Name (in Block letters) ... ..
2. Father's name (and also husband's name in the case of a female Government servant) ... ..
3. Designation ... ..
4. Name of Office/Department/Ministry in which employed ... ..
5. Date of Birth (by Christian era) ... ..
6. Date of retirement on superannuation or on the expiry of extension in service granted under FR 56 (d) ... ..
- <sup>1</sup>7. Percentage of superannuation pension proposed to be commuted (The applicant should indicate the percentage of the amount of monthly pension subject to be maximum of forty percent thereof which he/she desires to commute and not the amount in Rupees) ... ..
- <sup>2</sup>8. Disbursing authority from which pension is to be drawn after retirement (score out which is not applicable) -  
 (a) Treasury/Sub-Treasury (Name and complete

- address of the Treasury/Sub-Treasury to be indicated) ... ..
- (b) (i) Branch of the nominated nationalized bank with complete postal address ... ..
- (ii) Bank Account No. to which monthly pension is to be credited each month ... ..
- (c) Account Office of the Ministry/Department/Office ... ..

Signature  
Present Postal address.  
.....  
Postal address after  
retirement  
.....  
Place :  
Date :  
.....

Footnote : 1. The applicant should indicate the percentage of the amount of monthly pension (subject to a maximum of forty percent thereof) which he/she desires to commute and not the amount in rupees.

2. Score out which is not applicable.

**PART II**  
**(ACKNOWLEDGEMENT)**

Received from  
Shri/Smt./Kumari.....(name).....(designation)  
application in Part I of Form I-A for commutation of a percentage of pension without medical examination.

Place :  
Date :  
Signature  
Head of Office

NOTE. - If the application has been received by the Head of Office before the date of retirement on superannuation, this acknowledgement should be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

**PART III**

Forwarded to the Accounts Officer.

(here indicate the address and designation)..... with the remarks that -

- (i) the particulars furnished by the applicant in Part I have



- been verified and are correct ;
- (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination ;
  - (iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....; and
  - (iv) the amount of residuary pension after commutation will be Rs.....

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry/Department/Office Letter No....., dated..... It is requested that the payment of commuted value of pension may be authorized through the Pension Payment Order which may be issued one month before the retirement of the applicant.

3. The receipt of Part I of this Form has been acknowledged in Part II which has been forwarded separately to the applicant on.....

4. The commuted value of pension is debitable to Head of Account.....

Place :

Date :

Signature  
Head of Office

**FORM 2**  
**FORM OF APPLICATION FOR COMMUTATION OF**  
**PENSION AFTER MEDICAL EXAMINATION BY AN**  
**APPLICANT REFERRED TO IN RULE 18 OF THE**  
**CENTRAL CIVIL SERVICES (COMMUTATION OF**  
**PENSION) RULES, 1981**  
[see Rules 5(2),9(3),13(2), 14(2),19,20(1),(2) and (3), 21(1) and 25(2)]  
(To be submitted in duplicate)  
**PART-I**

SPACE FOR PHOTOGRAPH
-------------------------

The.....  
.....  
.....

(Here indicate the designation and full address of the Head of Office)

**Subject :- Commutation of pension after medical examination.**

Sir,

I desire to commute a percentage of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. An attested copy of my photograph is pasted on the application and an unattested copy is enclosed. The necessary particulars are furnished below -

- |  |     |     |     |
|--|-----|-----|-----|
| 1. Name (in Block letters)   | ... | ... | ... |
| 2. Father's name (and also husband's name in the case of a female Government servant)  | ... | ... | ... |
| 3. Designation   | ... | ... | ... |
| 4. Name of Office/Department/Ministry in which employed  | ... | ... | ... |
| 5. Date of Birth (by Christian era)  | ... | ... | ... |
| 6. Date of retirement  | ... | ... | ... |
| 7. Class of pension on which retired [ See Chapter V of the Central Civil Services (Pension) Rules, 1972   | ... | ... | ... |
| 8. Amount of pension authorized (indicate the amount of provisional pension if full pension not authorized)  | ... | ... | ... |
| 9. <sup>1</sup> Percentage of pension proposed to be commuted (the applicant should indicate the percentage of the amount of monthly pension subject to a maximum of forty percent thereof which he desires to commute and not the amount in rupees) | ... | ... | ... |
| 10. Designation of the Accounts Officer who authorized the pension and the number and date of the Pension Payment Order  | ... | ... | ... |
| 11. <sup>2</sup> Disbursing authority for payment of pension (score out which is not applicable)-  |     |     |     |
| (a) Treasury/Sub-Treasury (name and complete   |     |     |     |

- |   |     |     |     |
|---|-----|-----|-----|
| address of the Treasury/Sub-Treasury to be indicated)                         | ... | ... | ... |
| (b) (i) Branch of the Nationalized Bank with complete postal address          | ... | ... | ... |
| (ii) Bank Account No. to which monthly pension is being credited each month   | ... | ... | ... |
| (c) Accounts Office of the Ministry/Department/Office                         | ... | ... | ... |
| 12. Approximate date from which commutation is desired to have effect         | ... | ... | ... |
| 13. The amount of pension already commuted, if any                            | ... | ... | ... |
| 14. Preference for station where medical examination is desired to take place | ... | ... | ... |

Signature  
Postal Address.....

Place : .....  
Date : .....

Footnote : 1. The applicant should indicate the percentage of the amount of monthly pension (subject to a maximum of forty percent thereof) which he desires to commute and not the amount in rupees.

2. Score out which is not applicable.

NOTE. - The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn. It is not open to an applicant to draw the commuted value of pension from a disbursing authority other than the authority from which pension is being drawn.

## PART- II ACKNOWLEDGEMENT

Received from Shri.\  
Kum.\Smt.....(name).....(designation) application  
in Part I of Form 2 for commutation of a percentage of pension after medical examination.

Place : ..... Signature  
Date : ..... Head of Office

## PART- III

Forwarded to the Accounts Officer.....(here indicate the address and designation) with the remarks that the particulars furnished by the applicant in Part I have been verified and are correct and the applicant is eligible to get a percentage of his pension commuted after medical examination.

2. It is requested that Part IV of the Form may be completed and returned to this office as early as possible.

Place : ..... Signature  
Date : ..... Head of Office

**PART- IV**

(To be completed by the Accounts Officer)

- 1. Name of the applicant ... ..
- 2. Date of birth (by Christian era) ... ..
- 3. Date of retirement ... ..
- 4. Amount of pension including provisional pension,  
if final pension not authorized ... ..
- 5. Class of pension ... ..  
[ See Chapter V of the CCS (Pension) Rules, 1972 ]
- 6. Amount of pension desired to be commuted ... ..

On the basis of		
Normal age	Added years	
	1 years	2 years
Rs.	Rs.	Rs.

- 7. (i) Sum payable if commutation becomes absolute  
before the applicant's next birthday, which falls  
on.....
- (ii) Sum payable if commutation becomes absolute  
after the applicant's next birthday, which falls  
on.....
- 8. The Head of Account to which commuted value is  
debitable ... ..
- 9. Number of enclosures, if any ... ..  
[ See Note below ]

Place :

Signature and  
Designation of the  
Accounts Officer

Date :

Countersigned

(Head of Office)  
Full address

NOTE. - The Accounts Officer should enclose with the Form a copy of the report or statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds.

**FORM 3**  
**FORM OF LETTER OF THE CHIEF ADMINISTRATIVE**  
**MEDICAL AUTHORITY**

[see Rules 20(3) and (4) and 28(5) ]

(Please see Annexure)

No.....  
Government of India  
Ministry of.....  
Department of.....  
Dated the.....

To

.....  
.....

**Subject:- Medical Examination - Commutation of Pension.**

Sir,

Shri./Smt/Kumari.....who retired from service  
on..... as..... (designation) has applied for  
commuting a percentage of his pension for a lumpsum payment. The following documents are  
forwarded herewith :-

- (a) Application in Form 2 in original together with -
  - (i) an unattested copy of the applicant's photograph,
  - (ii) Part IV of Form 2 in original duly completed by the  
Accounts Officer.
- (b) A copy of Form 4 with a spare copy of Part III of that Form.
- (c) Report of the statement of the applicant's case if he has been  
granted invalid pension or has previously commuted a percentage  
of his pension or declined to accept commutation on the basis of  
addition of years to his actual age or has been refused  
commutation on medical grounds.

2. In terms of Rule 22 of the Central Civil Services (Commutation of Pension) Rules, 1981,  
Shri./Smt/Kumari ..... should be examined by a Medical  
Board/Medical Officer not lower than the rank of Civil Surgeon or a District Medical Officer.  
It is requested that arrangement may be made to get  
Shri./Kumari/Smt.....examined as expeditiously as possible before  
his/her next birthday which falls on.....

3. It is requested that arrangements for medical examination by the medical authority  
indicated in para. 2 above may be made at the nearest available station mentioned by  
Shri./kumari/Smt.....in his/her application in Form 2. The attention of the  
medical authority may be drawn to the provisions of Rule 25 of the Central Civil Services  
(Commutation of Pension) Rules, 1981.

4. It is requested that Shri./smt/kumari.....may be informed direct under  
intimation to this Ministry/Department/ Office as to where and when he should appear before

the appropriate authority for medical examination. A copy of this letter is being endorsed to him/her so that he/she may comply with your instructions on hearing from you.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,  
(Head of Office)

Copy forwarded to Shri./Smt/Kumari.....(here give complete postal address) with the remarks that subject to the medical authority recommending commutation, he/she will, on the basis of the report of the Accounts Officer, be eligible for the lumpsum payment in lieu of the amount of pension to be commuted as follows :

On the basis of		
Normal age	Added years	
	1 years	2 years
Rs.	Rs.	Rs.

- (i) Sum payable if commutation becomes absolute before the applicant's next birthday which falls on.....
- (ii) Sum payable if commutation becomes absolute after applicant's next birthday which falls on.....

The Table of the present value, on the basis of which the calculation by the Accounts Officer has been made, is subject to alteration at any time without notice and consequently the basis is liable to revision, before payment is made. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute or if the medical authority directs that years will be added to that age, to the consequent assumed age.

Shri/Smt/Kumari.....should report for medical examination to the medical authority direct on hearing from..... She/He should take with him/her the enclosed Form 4 with the particulars required in Part I completed except the signature or thumb or finger impressions.

Date :

Copy forwarded to the Accounts Officer.....(here indicate designation and address) with reference to his Letter No....., dated.....

Signature  
(Head of Office)

Signature  
(Head of Office)



- |  |     |     |     |
|--|-----|-----|-----|
| appendicitis, epilepsy, insanity or other nervous disease, discharge from or other disease of the ear, syphilis or gonorrhoea ; or     | ... | ... | ... |
| (b) had any other disease or injury which required confinement to bed, or medical or surgical treatment ; or                           | ... | ... | ... |
| (c) undergone any surgical operation ; or  | ... | ... | ... |
| (d) suffered from any illness, wound or injury sustained while on active service   | ... | ... | ... |
| (e) presence of albumin or sugar in urine  | ... | ... | ... |
| 9. Present state of health -   |     |     |     |
| (a) Have you a hernia?   | ... | ... | ... |
| (b) Have you varicocele, varicose veins or piles?  | ... | ... | ... |
| (c) Is your vision in each eye good (with or without glasses)?   | ... | ... | ... |
| (d) If your hearing in each ear good?  | ... | ... | ... |
| (e) Have you any congenital or acquired malformation, defect or deformity?   | ... | ... | ... |
| (f) Have you lost or gained weight markedly during the last three years?   | ... | ... | ... |
| (g) Have you been under treatment of any doctor within the last three months and nature of illness for which such treatment was taken? | ... | ... | ... |

**Declaration by Applicant**

(To be signed in the presence of the medical authority)

I declare all the above answers to be, to the best of my belief, true and correct.

I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having my pension withheld or withdrawn under Rule 8 of the Central Civil Services (Pension) Rules, 1972.

Applicant's signature or thumb-impression  
in case of illiterate applicant

Signed in the presence of.....  
(Signature and designation of medical authority)

**PART- II**

(To be filled in by the examining medical authority)

- |   |     |     |     |     |
|---|-----|-----|-----|-----|
| 1. Apparent age   | ... | ... | ... | ... |
| 2. Height   | ... | ... | ... | ... |
| 3. Weight   | ... | ... | ... | ... |
| 4. Describe any scars or identifying marks of the applicant | ... | ... | ... | ... |



- |  |     |     |     |     |
|--|-----|-----|-----|-----|
| 5. Pulse rate -  |     |     |     |     |
| (a) Sitting  | ... | ... | ... | ... |
| (b) Standing   | ... | ... | ... | ... |
| What is the character of pulse?                          | ... | ... | ... | ... |
| 6. Blood pressure -                                      |     |     |     |     |
| (a) Systolic   | ... | ... | ... | ... |
| (b) Diastolic  | ... | ... | ... | ... |
| 7. Is there any evidence of disease of the main organs - |     |     |     |     |
| (a) Heart  | ... | ... | ... | ... |
| (b) Lungs  | ... | ... | ... | ... |
| (c) Liver  | ... | ... | ... | ... |
| (d) Spleen   | ... | ... | ... | ... |
| (e) Kidney   | ... | ... | ... | ... |
| 8. Investigations -                                      |     |     |     |     |
| (i) Urine  | ... | ... | ... | ... |
| (State specific gravity)                                 |     |     |     |     |
| (ii) Blood   | ... | ... | ... | ... |
| (iii) X-Ray Chest  | ... | ... | ... | ... |
| (iv) ECG   | ... | ... | ... | ... |
| 9. Has the applicant a hernia?                           | ... | ... | ... | ... |
| (If so, state the kind and if reducible)                 |     |     |     |     |
| 10. Any additional finding                               | ... | ... | ... | ... |

**PART- III**

(To be filled in by the examining medical authority)

I/We have carefully examined Shri/Shrimati/Kumari.....and am/are of opinion that -

He/She is in good bodily health and has the prospect of an average duration of life.

Or

He/She is not in good bodily health and is not a fit subject for commutation.

Or

Although he/she is suffering from.....he/she is considered a fit subject for commutation but his/her age for the purpose of commutation, i.e., the age next birthday should be taken to be.....(in words) years more than his/her actual age.

Station :

Signature and  
designation of  
examining medical  
authority

Date :

**FORM 5**  
[ see Rule 7 ]

To  
Head of Office  
(Place).....

I,.....(Name of the pensioner in Capital Letters) hereby  
nominate the person named below, under Rule 7 of the Central Civil Services (Commutation of  
Pension) Rules, 1981.

Name and address of the nominee	Relationship with the pensioner	If nominee is minor		Name and address of other nominee in case the nominee under column (1) pre-deceases the pensioner	Relationship with pensioner	Date of birth if the other nominee is minor	Name and address of person who may receive the commuted value of pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
		Date of birth	Name and address of person who may receive the said commuted value during the nominee's minority					
1	2	3	4	5	6	7	8	9

Place :  
Date :  
Witness : Signature :  
Name and Address :

Signature (or thumb-  
impression if illiterate)  
and name of Pensioner :  
Address:  
Signature of Head of  
Office :

STAMP

Acknowledgement to be sent by the Head of Office

Certified that the nomination has been received  
from.....(name of Pensioner) whose address  
is.....

Place :  
Date :

Signature of Head of  
Office  
Full Address :

**PRO FORMA**  
**[ see Decision(2), Rule 10 ]**

.....  
.....  
.....

Subject :- Restoration of commuted portion of pensions after 15 years -  
Implementation of the judgment of the Supreme Court.

Sir,

Kindly restore my commuted portion of pension in terms of Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare, O.M. No. 34/2/86-P. & P.W., dated the 5th March, 1987.

Requisite particulars are given below -

- |   |     |     |     |
|---|-----|-----|-----|
| 1. Name in Block letters  | ... | ... | ... |
| 2. Date of retirement   | ... | ... | ... |
| 3. PC/PPO No.   | ... | ... | ... |
| 4. Amount of original pension   | ... | ... | ... |
| 5. Amount of pension commuted (if any)                                  | ... | ... | ... |
| 6. Name of the Accounts Officer, viz., the authority who issued PC/PPO  | ... | ... | ... |
| 7. Name of the Treasury/Post Office/PPM/other pension disbursing agency | ... | ... | ... |

Signature of Pensioner

Date :

Postal address :

Particulars verified.

Signature

Rubber Stamp of  
Pension Disbursing  
Authority

**TABLE**  
**COMMUTATION VALUES FOR A PENSION OF**  
**Re. 1 PER ANNUM**  
 Effective from 1<sup>st</sup> January, 2006  
 [ see Rules 3(1)(m) 8,26(7), 28(5) and 29(1) and 29(2) ]

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

**[Basis: LIC (94-96) Ultimate Tables and 8.00% interest]**

**Explanatory Note :**

Due to implementation of the recommendations of the sixth Central Pay Commission, it has become necessary to give retrospective effect to the proposed amendments from the date from which the recommendations of the Sixth Central Pay Commission were given effect to. It is certified that the interest of no person is adversely affected by giving retrospective effect to the proposed amendments.

The revised Table of Commutation Value for pension, appended to these rules shall be used for all commutation of pension which becomes absolute from the 2<sup>nd</sup> September, 2008 and in the case of pensioners whose commutation of pension became absolute on or after 1<sup>st</sup> January, 2006 but before 2<sup>nd</sup> September, 2008, the pre revised Table of Commutation Value for Pension shall be used for payment of commutation of pension based on pre revised pay or pension and in respect of such pensioners, the revised Table of Commutation Value for Pension, appended to these rules shall be used for the commutation of additional amount of pension that has become commutable on account of retrospective revision of pay and pension.

**ANNEXURE**  
**[ see Rule 20(3) ]**  
**CHIEF ADMINISTRATIVE MEDICAL AUTHORITIES**  
**IN THE STATES AND UNION TERRITORIES**

Sl. No.	Name of the State	Designation and Address
<b>STATES</b>		
1.	Andhra Pradesh	Director of Health Services, Andhra Pradesh, Hyderabad.
2.	Assam	Director of Health Services, Assam, Shillong.
3.	Bihar	Director of Health Services, Bihar, Patna.
4.	Gujarat	Director of Medical Services, Gujarat, Ahmedabad.
5.	Haryana	Director of Health Services, Haryana, Chandigarh.
6.	Himachal Pradesh	Director of Medical and Health Services, Himachal Pradesh, Simla.
7.	Jammu and Kashmir	Director of Health Services, Jammu and Kashmir, Srinagar/Jammu (Tawi).
8.	Karnataka	Director of Health Services, Karnataka, Bangalore.
9.	Kerala	Director of Health Services, Kerala, Trivandrum.
10.	Madhya Pradesh	Director of Health Services, Madhya Pradesh, Bhopal.
11.	Maharashtra	(i) The Superintendent, JJ. Group of Hospitals, Mumbai or the Civil Surgeon, Pune, if the applicant is to be examined by a Medical Board. (ii) Civil Surgeon of the District concerned or the Presidency Surgeon, Mumbai, if the applicant is not to be examined by a Medical Board.
12.	Manipur	Director of Medical and Health Services, Manipur, Imphal.
13.	Meghalaya	Director of Health Services, Meghalaya, Shillong.
14.	Nagaland	Director of Health Services, Nagaland, Kohima.
15.	Orissa	Director of Health Services, Orissa, Bhubaneswar.
16.	Punjab	Director of Health Services, Punjab, Chandigarh.
17.	Rajasthan	Director of Medical and Health Services, Rajasthan, Jaipur.

- |     |               |  |
|-----|---------------|--|
| 18. | Sikkim        | Director of Health Services,<br>Sikkim, Gangtok.                         |
| 19. | Tamil Nadu    | Director of Health Services and Family<br>Planning, Tamil Nadu, Chennai. |
| 20. | Tripura       | Director of Health Services,<br>Tripura, Agartala.                       |
| 21. | Uttar Pradesh | Director of Medical and Health Services,<br>Uttar Pradesh, Lucknow.      |
| 22. | West Bengal   | Director of Health Services,<br>West Bengal, Writers Building, Calcutta. |

#### THE UNION TERRITORIES

- |    |                                    |   |
|----|------------------------------------|---|
| 1. | Delhi                              | (i) The Chairman of the Central Standing<br>Medical Board,<br>Dr. Ram Manohar Lohia Hospital, New<br>Delhi.<br><br>(ii) The Chairman of the Central Standing<br>Medical Board,<br>Safdarjang Hospital, New Delhi. |
| 2. | The Andaman and Nicobar<br>Islands | Senior Medical Officer,<br>Andaman and Nicobar Islands, Port Blair.   |
| 3. | Lakshadweep                        | Director of Medical and Health Services,<br>Lakshadweep, P.O. Kavaratti (via),<br>Head Post Office, Calicut.  |
| 4. | Dadra and Nagar Haveli             | Medical Officer of Health,<br>Dadra and Nagar Haveli, Silvassa.   |
| 5. | Goa, Daman and Diu                 | Director of Health Services, Goa, Panjim.   |
| 6. | Pondicherry                        | Director of Health Services, Pondicherry.   |
| 7. | Chandigarh                         | Medical Officer of Health, Union Territory<br>of Chandigarh, Chandigarh.  |
| 8. | Mizoram                            | Director of Health Services, Mizoram,<br>Shillong.  |
| 9. | Arunachal Pradesh                  | Director of Health Services, Shillong.  |