



PBC No. 120 / 2025



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 500 / P / Vol.X

दिनांक/Dated: 17.06.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub:Details required to be submitted by retiring Railway Servant in respect of family member who has been approved by Appointing Authority for co-authorisation for family pension i.e. permanently disabled child / dependent parents / permanently disabled siblings - regarding.

A copy of the Railway Board's letter No. F(E)III/2025/PN1/8 dated 05.06.2025 alongwith a Proforma on the above subject is enclosed for information, guidance, and necessary action.

Copy of Railway Board's letters dated 25.11.2013 and 02.09.2020 referred to therein is enclosed for reference.

संलग्नक/Encl. 10 pages

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. F(E)III/2025/PN1/8

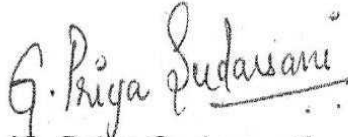
New Delhi, dated: 05.06.2025.

**The General Managers/Principal Financial Advisors,
All Zonal Railways/Production Units etc,
DGs of RDSO and NAIR.**

Sub: Details required to be submitted by retiring Railway Servant in respect of family member who has been approved by Appointing Authority for co-authorisation for family pension i.e. permanently disabled child/dependent parents/ permanently disabled siblings-regarding.

Attention is invited to the various forms appended to the Railway Services (Pension) Rules, 1993 which are required to be filled by the railway servant at the time of retirement.

2. In addition to the above, the details of family member co-authorised for family pension i.e. disabled child/ dependent parents/ dependent disabled siblings may also be obtained in the proforma enclosed herewith.
3. However, before obtaining the details in the enclosed proforma, it may be ensured that prior approval of Appointing Authority has been obtained for co-authorisation of the family member in terms of rule 75(6) of Railway Services (Pension) Rules, 1993 read with Board's letter No. 2013/AC-II/21/5 dated 25.11.2013 and Board's letter No. 2020/AC-II/21/3 dated 02.09.2020.
4. Please acknowledge receipt.


(G. Priya Sudarsani)
Director, Finance (Estt.)
Railway Board

Proforma

A. Details required to be submitted by retiring Railway Servant in respect of family member who has been approved by Appointing Authority for co-authorisation for family pension, i.e. permanently disabled child/dependent parents/ permanently disabled siblings

1. Name of the co-authorised family member *

.....

Photograph of family
member co-
authorised for family
pension

2. Date of Birth of the co-authorised family member (DD/MM/YYYY):.....

3. Aadhar No. (Voluntary).....

4. Permanent Account Number(PAN).....

5. Relationship of the co-authorised family member with the railway servant:

.....

6. Personal marks of identification.....

7. Specimen Signature/ left hand thumb impression

8. Postal Address of the co-authorised family member:.....

..... PIN

B. Details of guardian/ nominee when the co-authorised family member is minor or suffering from disorder or disability of mind, including mental retardation

1. Name:.....

Photograph of the
Guardian/nominee

2. Date of Birth (DD/MM/YYYY) :
3. Aadhar No. (Voluntary).....
4. Permanent Account Number (PAN).....
5. Relationship with the minor/mentally disabled family member:
.....
6. Relationship with the railway servant:.....
7. Postal Address of the Guardian/nominee :
.....PIN.....
8. Specimen Signature / left hand thumb impression
of the Guardian/nominee:

Place: Date: Employee's Signature

(*Details of only such family member is required to be given who has already been approved by Appointing Authority for co-authorisation)

Note: (i) If more than one family member is co-authorised for family pension, photographs and details as above in respect of all such family members may be given in separate sheets with this proforma.

(ii) In terms of Board's letter No. 2013/AC-II/21/5 dated 25.11.2013 and Board's letter No. 2020/AC-II/21/3 dated 02.09.2020, permanently disabled child/dependent parents/ permanently disabled siblings may be co-authorised in the PPO issued to retiring railway servant, only if there is no other eligible prior claimant for family pension, other than the spouse.

(iii) The co-authorisation shall become invalid in case any other member of family subsequently becomes entitled to family pension prior to the co-authorised family member.

**Government of India
Ministry of Railways
(Railway Board)**

No. 2013/AC II/21/5

New Delhi, dated 25/11/2013

**The GMs/FA&CAOs/CPOs
All Indian Railways/Production Units,**

**Sub: Simplification of pension process for permanently disabled
children/siblings and dependent parents – instructions regarding.**

A copy of Department of Pension and Pensioners' Welfare (DOP&PW)'s O.M. No. 1/27/2011-P&PW (E) dated 01/07/2013 on the above subject is enclosed for information and compliance. These instructions shall apply mutatis mutandis on the Railways also. Necessary action may be taken accordingly.

Please acknowledge receipt and ensure compliance.

DA: As above.

Shilpi
25/11/13

**(Shilpi Agarwal)
Director Finance/ CCA
Railway Board.**

No. 1/27/2011-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi

Dated: 1st July, 2013.

OFFICE MEMORANDUM

01

Sub: Simplification of pension process for permanently disabled children/siblings and dependent parents – instructions regarding. This Department's O.M. No.1/19/11-P&PW (E), dated 3.8.2011, O.M. No.1/6/2008-P&PW (E), dated 22.6.2010 and O.M. No.1/21/91-P&PW (E), dated 20.1.93 refer.

The undersigned is directed to state that a number of representations are being received in the Department of Pension & Pensioners' Welfare about the difficulties being faced in getting the revised Pension Payment Orders (PPOs) issued for old parents and disabled children/siblings after the death of the pensioner/family pensioner.

2. The matter has been examined and it has been decided that the employee/pensioner/family pensioner may, at any time before or after retirement/death of employee, make a request to the Appointing Authority seeking advance approval for grant of family pension for life to a permanently disabled child/sibling in terms of provisions contained in rule 54 of the CCS (Pension) Rules, 1972, which are reproduced as under:

Proviso (iv) to sub-rule 6 (iv): before allowing the family pension for life to any such son or daughter, the appointing authority shall satisfy that the handicap is of such a nature so as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation setting out, as far as possible, the exact mental or physical condition of the child;

Sub rule 10 (B): Family pension to the dependent disabled siblings shall be payable if the siblings were wholly dependent upon the Govt. servant immediately before his or her death and deceased Govt. servant is not survived by a widow or an eligible child or eligible parents.

3. In terms of sub-rule (10-A) (reproduced below) a request for advance approval to the grant of family pension to the parents may be made to the Head of Office.

Sub rule 10 A (a): Family pension to the parents shall be payable if the parents were wholly dependent on the Govt. servant immediately before his or her death and the deceased Govt. servant is not survived by a widow or an eligible child.

(b): The family pension, wherever admissible to parents, will be payable to the mother of the deceased Govt. servant failing which to the father of the deceased Govt. servant.

4. On acceptance of such a request, the Head of Office (HOO) will immediately issue a sanction order for grant of family pension to such children/siblings/dependent

parents on their turn. No further authorisation for grant of family pension to the disabled child/sibling/ dependent parents would be required. The HOO and Pay and Accounts Officer (PAO) will maintain the details of such disabled children/siblings/dependent parents in the service book and pension file of the employee/pensioner to enable prompt processing of such requests. On the basis of this approval, the permanently disabled child/sibling/ dependent parents will be authorised to receive family pension at the appropriate time, i.e., after the death of pensioner and/or after the death/ineligibility of any other member in the family eligible to receive family pension prior to the disabled child/sibling/ dependent parents, as explained in the succeeding paragraphs.

5. The name(s) of permanently disabled child/children/siblings and/or dependent parents may be added to the PPO issued to the retiring Government servant if there is no other eligible prior claimant for family pension other than the spouse. No fresh PPO need to be issued in such cases and the family pension will be payable by the pension disbursing authority in the following order and the following manner:

- (i) **To the spouse** – on the death of the pensioner - on production of death certificate of pensioner. This family pension will continue till death or remarriage of spouse. In the case of a childless widow, the family pension may continue even after her re-marriage as per rules.
- (ii) **To the permanently disabled child/children** – on the death/remarriage of spouse – on production of such death certificate/remarriage-intimation. Family pension to the spouse will be discontinued and family pension would be allowed by the PDA for life for permanently disabled children in the order prescribed in Rule 54 of the CCS (Pension) Rules, 1972.
- (iii) **To the dependent parents** – first mother, then father - when claimants in (i) and (ii) die or become ineligible – on production of death certificate/remarriage-intimation of spouse and/or death certificates of all permanently disabled children, family pension would be allowed by the PDA to dependent parents. This family pension would continue till death of the dependent parents.
- (iv) **To the permanently disabled sibling/s** – when family pension to all above ceases to be payable on account of death/re-marriage – on production of death certificates/ remarriage-intimation as applicable, the family pension will be allowed by PDA to the permanently disabled siblings.

6. For all other cases where there are other eligible prior claimants to family pension in accordance with rule 54 of CCS (Pension) Rules, 1972, the names of disabled child/children/dependent parents/permanently disabled sibling will be added to the PPO issued to the preceding eligible family pensioner, based on the authorisation made as in para 3 above. Family pension to these permanently disabled child/children/siblings /dependent parents will be payable after the death/ineligibility of the prior claimant, as the case maybe.

7. The authorisation as indicated above shall be made in the PPO or by issuing a revised authority if a child, parents or sibling is authorised for family pension after issue of the PPO. The revised authority shall take the usual route to the pension disbursing authority. The Pension Disbursing Authority shall start disbursing family pension to the permanently disabled child/sibling or dependent parents after the death of the pensioner/spouse/other family pensioner, as the case may be, on the basis of the PPO/revised PPO, approval of the appointing authority and the death certificate(s) of the pensioner and other family pensioners and the self-certificate for income.

8. Such an authorisation shall become invalid in case a person becomes member of family after issue/amendment of such PPO and is entitled to family pension prior to the disabled child/sibling/dependent parents at the time of the death of the pensioner/spouse. For example, the pensioner may marry/remarry after the death of first spouse or adopt a child. Such spouse/child may be eligible for family pension at the time of death of the pensioner or death/ineligibility of the spouse. A child adopted by the spouse of the pensioner shall not be treated as a member of the family of the deceased pensioner. A decision regarding grant of family pension in such cases will be taken by the Head of Office in accordance with the provisions of rule 54 of the CCS (Pension) Rules, 1972.

9. In order to facilitate the Bank Authorities to promptly sanction the family pension in such cases, the Govt. Employees/pensioners/their spouses may open a bank account of such children/siblings/parents and indicate this information to the Head of Office for inclusion in the PPO/revised authority.

10. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these instructions issue after consultation with the Office of Comptroller and Auditor General of India.

O/C

Choudhury
(Sujasha Choudhury)
Deputy Secretary

All Ministries/Departments of the Government of India *Wmed vide P.B 1201/13*

Copy to:-

1/4/13
1. O/o CGA, 7th Floor, Lok Nayak Bhavan, New Delhi. (Apart from the usual action, it is also requested to make necessary amendments in the format of the PPO to accommodate authorisation of the permanently disabled children/siblings and dependent parents.)

2. CPAO, Trikoot-II, Bhikaji Kama Place, New Delhi-66 (It is requested to make necessary amendments in the Scheme Booklet to facilitate implementation of the above decisions).

3. National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities, 16-B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110060 (w.r.t DO No. 1/67/NAT/2012, dated 6th March, 2013).



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)



RBA No. 68/2020

F.No. 2020/AC-II /21/3

New Delhi dated : 02.09.2020

General Manager,
All Zonal Railways/PUs

Sub:- Co-authorisation of permanently disabled child/children in PPO for Family Pension-reg.

Ref: DOP&PW OM NO. No. 1/6/2020-P&PW(E) dated 3.3.2020.

Please find enclosed a copy of the DOPPW's instructions issued vide letter cited under reference above. The guidelines already issued on the subject matter i.e., co-authorisation of permanently disabled child/children in PPO for Family Pension are reiterated to avoid hardship to pensioners while processing such cases.

1. DOP&PW's O.M. dated 01.07.2013 mentioned in DOP&PW's O.M. dated 03.03.2020 was adopted vide letter No.2013/AC-II/21/5 dated 25.11.2013.
2. Sub-rule 2(vi) of Rule 81 of the CCS(Pension) Rules, 1972 mentioned in DOP&PW's O.M. dated 03.03.2020 corresponds to sub-rule 2(vi) of Rule 100 of the Railway Services(Pension) Rules, 1993.
3. Rule 54(6) of CCS(Pension) Rules, 1972 corresponds to Rule 75(6) of the Railway Services(Pension) Rules, 1993.

Kindly note and notify all concerned. Strict Compliance to these guidelines may also be ensured.

DA:As Above

(V. Prakash)
Joint Director Accounts
Railway Board

Copy to : 1. PCPOs and PFAs of all Zonal Railways/PUs

2. PFA/WR with a request to ensure that necessary amendments have been made in the format of the PPO to accommodate authorization of the permanently disabled children/siblings and dependent parents. A line of confirmation may be sent to Railway Board also.

No. 1/6/2020-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,
3rd March, 2020

OFFICE MEMORANDUM

Subject: Co-authorization of permanently disabled child/children in PPO for Family Pension – reg

It has come to the notice of this Department that pensioners are facing difficulties in co-authorizing their disabled child or sibling in the Pension Payment Orders (PPOs), due to the insistence of sanctioning authorities for supply of information such as passport size photographs of the guardian, copy of passbook/particulars indicating Bank account details of the guardian, etc. The undersigned is directed to say that several guidelines have already been issued in the matter to avoid any hardship to pensioners while processing their case of co-authorization in favour of permanently disabled child/children or sibling. On the basis of OMs already issued, the process of co-authorization is being reiterated as under-

1. Permanently disabled child/children or sibling can be co-authorized in the PPO issued to the retiring Government servant if there is no other eligible prior claimant for family pension other than the spouse. (OM No. 1 27/2011-P&PW (E) dated 1st July, 2013).
2. The Pension Disbursing Authority shall authorize payment of family pension to a permanently disabled child or dependent parent or disabled sibling whose name has been included in the Pension Payment Order after receipt of claim on death or ineligibility of family pensioner. Bank will also facilitate in opening account if there is no account in the name of co-authorized individual. (As per proviso under Sub-rule 2(vi) of Rule 51 of CCS (Pension) Rule, 1972).
3. In the case of a mentally disabled child/children or sibling, the family pension shall be payable to a person nominated by the Government servant or the pensioner. (As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972).
4. In case no such nomination has been furnished to the Head of Office by such Government servant or pensioner during his lifetime, it will be payable to the person nominated by the spouse of such Government servant or family pensioners later on. (As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972).
5. Certificate of guardianship issued by the local level committees under Section 14 of the National Trust Act, 1999 (the Act is issued on the authority of the law passed by the Parliament), may be accepted for nomination / appointment of guardian for grant of family pension in respect of persons suffering from the above disabilities included in the

P.O

Act. (As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972).

6. The authorization shall be made in the PPO or by issuing a revised authority if a child/children or sibling is authorized for Family pension after issue of the PPO. (OM No. 1/27/2011-P&PW(-) dated 1st July, 2013). In view of above, it is clarified that Pensioners may not be persuaded to furnish information such as name of guardian, photo of guardian and their Bank account details. Only details of disabled child or sibling along with disability certificate will suffice, for processing the case of such a dependent for co-authorization in the PPO for family pension.



(Sanjoy Shankar)

Under Secretary to the Government of India
Ph. 24644632

All Ministries/Departments of the Government of India

1. O/o CGA, 7th Floor, Lok Nayak Bhawan, New Delhi. (Apart from the usual action, it is also requested to make necessary amendments in the format of the PPO to accommodate authorization of the permanently disabled children/siblings and dependent parents.)
2. CPAO, Trikot-II, Bhikaji Kama Place, New Delhi-66 (It is requested to make necessary amendments in the Scheme Booklet to facilitate implementation of the above decisions).
3. NIC for uploading the OM