



## **Circular No. 206**

No. AT/Tech/30-XX  
To

Dated: 02/11/2018

01. The Chief Accountant, RBI Deptt. of Govt. Bank Accounts, Central office C-7, Second Floor, Bandre- Kurla Complex, P B No. 8143, Bandre East, Mumbai-400051
02. The Director of Treasuries of all State.....
03. The Manager CPPC of Public Sector Banks including IDBI
04. The CDA (PD) Meerut
05. The CDA, Chennai
06. The Nodal Officers (ICICI/AXIS/HDFC Bank)....
07. The Pay & Accounts Officer.....
08. The Military. & Air Attache, Indian Embassy, Kathmandu, Nepal
09. The D.P.D.O.....
- 10. Post Master, Kathua (J &/ K) and Camp Bell Bay**

Sub: Transfer of pension account from one Pension Disbursing Authority (PDA) to another PDA.


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Provisions for Transfer of pension account from one Pension Disbursing Authority (PDA) to another PDA has been provided in the Defence Pension Payment Instructions (DPPI) as well as Scheme for Payment of Defence Pensions by Public Sector Banks. But, it has been observed that the PDAs are not following laid down procedure in the matter. Hence, the competent authority has decided that following procedure is required to be adopted in the matter.

- (i) Pensioner shall submit a simple application (in Part-I of the enclosed formats) along with Pension Certificate (where issued to him) to the PDA from where he is drawing pension at present. A copy of application may be returned to the pensioner duly giving the receipt of the application by the PDA for the records of the pensioner.
- (ii) The following documents are required to be forwarded by the existing PDA to the new PDA by registered post.
  - (a) PPO (including all Corrigendum PPOs) and Payment Authority (if any issued)
  - (b) Descriptive Roll/Identification Documents with Photographs.

- (c) Extract of Payment Register with a certificate thereon indicating the rate of Pension and Dearness relief and date upto and for which last paid. Where the pensioner has been allowed commutation of pension, the PDA should also indicate prominently in the Last Pension Certificate, the date of payment of capitalized value of pension, the date of reduction of pension on account of commutation and the date on which he would complete 15 Years for restoration of his commuted portion of pension.
  - (d) Nomination to receive arrears of pension
  - (e) Option & undertaking furnished by the pensioner for Medical Allowance
  - (f) Pension Certificate (where issued)
- (iii) In the current scenario, most of the PPOs are issued e-PPO form. Hence, it has been decided that transferor PDA will forward the documents mentioned above as well as copy of e-PPO received through SFTP from this office duly countersigned by him to the new PDA as per existing system.
- (iv) Further payments in continuation of the date upto and for which the pensioner is shown as paid on the Extract of Payment Register, will be arranged by the new PDA.
- (v) An intimation regarding the transfer of pension papers should invariably be sent both by the transferor/transferee PDA to the Pr. CDA (Pensions) Allahabad through Form-I/IMP-5(A)/D-II by the transferor PDA (under Part-II of the enclosed format) and Form-II/IMP-5/D-I by the transferee PDA (under Part-III of the enclosed format) as per prevailing procedure **by registered post as well as on e-mail ID: pcdappdat.dad@hub.nic.in**
- (2) While forwarding Form-I/IMP-5(A)/D-II to this office by the transferor PDA, following documents are also required to be attached with Form-I/IMP-5(A)/D-II:
- (i) A consent (in Part-IV of the enclosed format) from the new PDA that after receipt of documents from the existing PDA, his/her pension will be paid after taking on the payment strength of the new PDA.
  - (ii) A leaf of cheque issued by the new PDA duly cancelled in the case of new PDA is Bank.

- (3) In the case of change of PDA from Indian Embassy, Nepal to other PDA and vice-versa, existing system for pension file routed through this office and issuance of corrigendum PPO before change of PDA will follow.
- (4) This circular has also been uploaded on this office website [www.pcdapension.nic.in](http://www.pcdapension.nic.in)

  
**(SANDEEP THAKUR)**  
**Addl. CDA (Pensions)**

**Registered/Copy to:**

01	The CGDA, ULAN BATAR ROAD, Palam, Delhi Cantt-110010.	
02	The P.C.D.A. (Navy), No.1, Cooprage Road, Mumbai-400 051.	
03	Dy. C.D.A.(Air Force), Subroto Park, New Delhi-110010	
04	PA to CDA (AT)/ CDA (Gts) in Main Office.	A copy of SOP duly approved by the competent authority is also enclosed herewith.
05	PA to all Addl. CDA/Jt. CDA in Main Office.	
06	All GO's in the Office of the PCDA(P), Allahabad	
07	The Officer-in-charge, Gts./Tech., Gts.1/Civil (Tech.) & Gts. 1 (Mily) (Tech.)	
08	Officer-in-Charge in all section (Local).	
09	Officer-in-Charge EDP Centre (Local). For inclusion and uploading at Website of this office.	
10	Officer-in-Charge DPTI (Local)	

sd/-  
**(K.K. PANT)**  
**Sr. Accounts Officer (P)**

PART – I  
**APPLICATION FOR TRANSFER OF PDA**  
**(To be submitted in QUINTUPLICATE to the present PDA)**

To

The

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Sir,

I opt to draw my pension through .....  
(Name of Pension Disbursement Authority). Therefore, you are requested to make necessary arrangement for transfer of my pension documents to the new Pension Disbursing Authority (PDA) whose details are as below:

**Particulars of the new PDA:**

Name of the new PDA .....  
Address of the new PDA .....  
Bank Account No. to which pension is to be credited.....

**My particulars are as below:**

Name in Block letters:.....  
PPO No.....  
H.O./PS/TS No. (allotted by PDA).....  
My present address:

**Three specimen signatures of pensioner:**

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Following documents in original are also enclosed herewith for forwarding the same to the Pr. CDA (pensions):

- (iii) A consent from the new PDA that after receipt of documents from the existing PDA, his/her pension will be paid after taking on the payment strength of the new PDA.
- (iv) A leaf of cheque issued by the new PDA duly cancelled in the case of new PDA is Bank.

Yours faithfully,

**PART - II FOR USE IN TRANSFERER OFFICE**

No. ....  
To

Date.....

The .....  
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.....  
(Name and address of the new PDA)

The following pension documents in respect of Shri/Smt..... for payment of pension/family pension as sanctioned vide Pr. CDA (Pensions), Allahabad/Pr. CDA (NAVY), Mumbai/Dy. CDA (Air Force), New Delhi PPO No. .... are forwarded herewith:-

- Pension Payment Order/PC (Original & Corr.) No. ....
- Payment Authority (if any issued) No. & date .....
- Descriptive Roll/Identification Documents with Photographs.
- Extract of Payment Register
- Last payment certificate indicating:
  - (i) Rate of Pension/family pension per month
  - (ii) Amount of Dearness relief
  - (iii) Other elements/allowances (if any paid)
  - (iv) Date upto and for which above rate of pension last paid.
  - (v) Amount of deduction of commuted portion of pension on the date last pension paid to the pensioner
  - (vi) No. of installment of commuted portion of pension already deducted on the date last pension paid to the pensioner
  - (vii) Date of restoration of commuted portion of pension
- Nomination made by the pensioner for payment of his/her life time arrears
- Option & undertaking furnished by the pensioner for Fixed Medical Allowance
- Undertaking given by the pensioner/family pensioner to recover over payment pension/family pension.
- Personal file of the pensioner/family pensioner

The pensioner has been identified on ..... by this office.  
Please acknowledge receipt.

**Signature of the PDA with seal**

**Copy to:**

The Pr. CDA (Pensions) Draupadi Ghat Allahabad Uttar Pradesh – 211 014	:For your information. Following documents received from the pensioner/family pensioners are also forwarded herewith in original with Form-I/IMP-5(A)/D-II for your necessary action please: <ul style="list-style-type: none"><li>(i) Application of the pensioner for change of the PDA</li><li>(ii) A consent from the new PDA that after receipt of documents from the existing PDA, his/her pension will be paid after taking on the payment strength of the new PDA.</li><li>(iii) A leaf of cheque issued by the new PDA duly cancelled in the case of new PDA is Bank.</li></ul>
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**Signature of the PDA with seal**

**Note:** (One copy of the application may be retained by the transferer office and remaining 2 copies be forwarded to the transferee office).

**PART-III FOR USE IN TRANSFEREE OFFICE**

No.....

Date:.....

To

The .....

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(Name and address of the transferer PDA)

Pension documents in respect of Shri/Smt..... forwarded vide your letter No. .... dated ..... has been received in this office. Accordingly, the pensioner/family pensioner has been taken on our pension strength. The pension of the pensioner/family pensioner has been commenced by this office from the month of.....(in words & figures both) in the Bank A/c No.....

**Signature of the PDA with seal**

**Copy to:**

The Pr. CDA (Pensions) Draupadi Ghat Allahabad Uttar Pradesh – 211 014	: One copy of the application of the pensioner regarding change of the PDA is forwarded herewith with Form-II/IMP-5/D-I for your necessary action please.
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**Signature of the PDA with seal**

**PART-IV CONSENT FOR PAYMENT OF PENSION ISSUED BY  
TRANSFeree PDA**

It is certified that Shri/Smt..... whose PPO No. .... is holding Bank A/c No..... (in the case of transferee PDA is Bank) in our Bank. The above named pensioner/family pensioner has approached to this PDA for payment of pension on transfer of pension documents from the existing PDA. This PDA is agree for payment of pension to the above named pensioner/family pensioner after receipt of pension documents from the existing PDA after taking on the payment strength of this PDA.

**Signature of the transferee PDA with seal**