

**FREQUENTLY ASKED QUESTIONS:-**  
**MP5 (RETIRED OFFICERS)**

**Q-1.** What are the documents required for Joint Notification of Family Pension entitlement?

**Ans.** The following documents are required for Joint Notification of Family Pension entitlement:-

- (a) Appendix-I (In triplicate)
- (b) LPC-Cum-Data Sheet
- (c) Date of birth proof of spouse e.g. PAN Card/Matriculation Certificate/Passport/ECHS Card/Driving License etc.

**Q-2.** What are the documents required for endorsement of Family Pension entitlement?

**Ans.** The following documents are required for endorsement of Family Pension entitlement:-

- (a) MPB – 501 in triplicate
- (b) LPC-Cum-Data Sheet
- (c) Date of Birth of spouse e.g. PAN Card/Matriculation certificate/passport/ECHS Card/driving license etc.

**Q-3.** What are the documents required for endorsement of Dependent Pension entitlement in respect of physically handicapped/ mentally challenged Son/Daughter?

**Ans.** The following documents are required for endorsement of Dependent Pension Entitlement in respect of Physically Handicapped/ Mentally Challenged Son/Daughter:-

- (a) MPB – 501 in triplicate
- (b) MPC – 60 in triplicate
- (c) Details of child duly signed by the Guardian in triplicate.
- (d) An original affidavit regarding legal guardianship for physically handicapped & mentally challenged child, including marital status and unemployment.

**Q-4.** What are the documents required for endorsement of Dependent Pension Entitlement in respect of unmarried/divorced & unemployed daughter?

**Ans.** The following documents are required for endorsement of Dependent Pension entitlement in respect of unmarried/divorced & unemployed daughter.

(a) An affidavit sworn before First Class Judicial Magistrate containing the following details:-

- (i) Name of parents.
- (ii) Date of birth.
- (iii) Marital Status.
- (iv) Dependency.
- (v) Income status (not more than Rs 3500/- pm + Dearness Allowance)
- (vi) Details of sisters and brothers alongwith their marital status.

(b) A certificate from Municipal/Panchayat/Revenue Authority duly countersigned by Rajya/Zila Sainik Welfare Board stating that she is unmarried/divorced and unemployed.

(c) Original/Certified true copy of death certificate of parents from Registrar of Birth/Death.

**Q-5.** What are the documents required for notification of date of birth of spouse?

**Ans.** The following documents are required for notification of date of birth of spouse:-

- (a) LPC-Cum-Data Sheet.
- (b) Proof of birth of date of spouse e.g. PAN Card/ Matriculation certificate/passport/ECHS Card/ Driving License etc.

**Q-6.** What are the documents required for revised rates of pension?

**Ans.** The documents required for revision rates of pension are:-

- (a) Annexure-IV (Revision of Pension Rate) duly signed by Pension Distribution Agency and further submitted directly to PCDA (P), Allahabad by them.

**Q-7.** What are the documents required for issue of Service Particulars Booklet?

**Ans.** The following documents required for issue of Service Particulars Booklet is:-

- (a) A request letter on plain paper.
- (b) Two photographs without headgear in uniform (last rank held on retirement) with spouse.
- (c) If the same has already issued on retirement then a copy of FIR lodged in nearest police station.

**Q-8.** What are the documents required for issue of air travel concession card to war widows, gallantry award winners and those disabled in war?

**Ans.** The documents required for issue of air travel concession card to war widows, gallantry award winners and those disabled in war are:-

- (a) Two passport size photographs duly attested.
- (b) A request letter on a plain paper.

**Q-9.** What are the documents required for issue of Education Concession Card (only for battle cases)?

**Ans.** The documents required for issue of Education Concession Card (only for battle cases) are:-

- (a) Two passport size photographs duly attested.
- (b) An application on plain paper.



**The Appendices mentioned in the FAQs above are as under:**

**Appendix-I**

To

The

Passport size  
photographs of the  
pensioner and his  
spouse duly  
attested

----- (Service HQ/Record Office)

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**SUB: ENDORSEMENT OF FAMILY PENSION ENTITLEMENT IN THE  
PENSION PAYMENT ORDER OF LIVING ARMED FORCES PENSIONERS**

Sir,

With reference to Department of Pension and Pensioners Welfare OM No 1/11/85-P&PW dated 28.10.87 and Ministry of Defence OM No 6(4)/87/1369/B/D(Pen/Sers) dated 30.6.88. I hereby apply for endorsement of entitlement of family pension in the PPO. The requisite particulars are given below :-

- (i) Name of Pensioner :
- (ii) Regt No/IC No :
- (iii) Rank last held :
- (iv) Date of retirement/discharge :
- (v) Name of record Office in case of personnel blow:  
officer rank.

(vi) Original PC/PPO No & Year (in case of pension :  
quote pension circular No, part and descriptive  
SI No)

(vii) Particulars of Pension Discharge Authority:-

(a) Station ----- :

(b) Treasury/DPDO/PAO/Bank/Post Office :

(c) Bank branch with full address and SB A/C No :

(viii) Particulars of pay last drawn at the time of :  
retirement.

(ix) Family pension from other sources:-

(a) Whether a family pension is already :  
been sanctioned by any other pension sanctioning  
authority; And if so, give the name of that  
sanctioning authority, PPO No and the particulars  
of the pension disbursing Authority.

(b) Whether Family is eligible for family pension  
from any other source, and if so, which is the authority  
that will sanction the pension.

(c) In case the family is sanctioned pension or is eligible to receive family pension from any other source, a letter foregoing the option to receiving the family pension from any other source, for the spell of service for which the pension has been sanctioned, vide the PPO/PC No. quoted above, should be enclosed.

(x) Details of family, eligible for family pension as per pension rules.

Sl No	Name(s) and address of members of family	Relation-ship with the pensioner	Date of marriage	Marital status (in case of daughters)	Date of birth
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(xi) **Attested joint photographs of Smt** is pasted above.

(Attestation can be done by any gazetted officer, pension Disbursing Officer, head of office of retired official, village sarpanch, Block Development Officer, MLA/MLC etc).

(xii) Signature of or thumb impression of spouse.

(xiii) Marks of identification.

Signature; or left hand thumb impression of the pensioner (in case of female right hand thumb)

Witness:      Name                                      Full address                                      Signature

1.

2.

**II**

The particulars furnished above have been verified from the records available

.....  
..... could be verified at our end.

(Signature of the PDA)  
With officer stamp

**III**

The particulars furnished above have been verified with reference to service per records.

(Signature R/O/Concerned  
Service Headquarters.

**IV**

Ordinary family pension @ Rs.....Per Month sanctioned vide PCDA  
(P) PPO NO :

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**MPC-60 (Revised)**

**STATEMENT OF TOTAL MEANS OF SUPPORT FROM ALL  
PENSION/ALLOWANCES IN RESPECT OF THE DEATH OF/MISING  
SON (GIVE RANK, NAME**

1. Applicant's Name

\_\_\_\_\_

(BLOCK LETTERS)

2. State present yearly income from:	<b>Self</b>	<b>Spouse</b>
	<b>Rs. P.</b>	<b>Rs. P.</b>

- (a) Salary or wages, including overtime, bonus, commission etc.
- (b) Business on own account, (estimated yearly income)
- (C) Old age or widow pension, state pension number .....
- (d) Any other pension (including the pension commuted or any grant) give particulars
- (e) All other sources of income, give particulars

\_\_\_\_\_

**(Total yearly income)**

Where both parents are living the answers to 3, 4, 5 & 6 and 7 should cover both father and mother.

- 3. If you sublet or take in lodgers or boarders state the total amount received from this source.
- 4. If you own the house in which you are living, attach annual assessment certificate from municipal authorities and state :-



(b) Outstanding mortgage amount \_\_\_\_\_.

5. If living in rented accommodation attach receipt of rent from the landlord.

6. Give particulars of any other benefits in kind (for example, **fee Board??**).

7. Have you any money invested in the bank, post office etc? If so give particulars \_\_\_\_\_

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**Note :-** Certificate from the bank or post office, employer etc regarding the sum and annual interest/dividend thereon, to be attached.

8. Amount of DSOP **fund to the credit of the deceased.**

9. **????**

10. Give particulars of your surviving children including step children and adopted children.

Name	
Sex	
Date of Birth	
Married/Single/Widower	
Occupation	
Total income pm	
Whether living at home with you	
Whether dependant on you and if so to what extent	
Rate of monthly contribution made by each member of the family including, amount paid for board & lodging, if living at home	

**Note :-** If a child is an apprentice, indicate the stipend/allowance he is receiving and the date on which apprenticeship will **end and the salary to be given on accepting the assignment???**.

Before signing the Declaration you should make sure that all questions on the form have been answered correctly to avoid correspondence and delay.

This application is an official document and any person making a statement which he or she knows, to be false is committing a legal offence.

## DECLARATION BY APPLICANT

I declare that the answers to the questions on this form are true and complete to the best of my knowledge and belief and that I have disclosed all my/our means of support.

Signature of applicant

Witness to signature

Address of applicant :

(Any commissioned officer of the Defence Services not below the rank of captain or equivalent; magistrate or serving Civilian gazetted officer under his office seal/ stamp)

Address :

Date :

### INSTRUCTIONS FOR FILLING UP APPLICATION FOR PENSION BY PARENTS OF DECEASED OFFICER APPENDIX FORM MPC-60 (APPX-B)

1. **General.** Read the notes given on the Form carefully for compliance.
2. **Part I**  
**Ser 1 -6.** Self explanatory.
3. **Part II**  
**Ser 7 to 10.** Self explanatory.
4. **Ser 11.** Details of any pension, gratuity or allowance received by you on any account should be given here. The columns are self explanatory and all columns should be completed.
5. **Ser 12.** Give the detailed financial justification in support of your claim.
6. **Part III, IV and V.** Self explanatory.
7. **Form MPC-60.** All the **serials**?? are self explanatory. It is important that the information must be correct. All assets must be shown duly supported by relevant documents. It should be ensured that no information is willfully hidden.

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**Annexure-IV**

**FORM FOR INTIMATION BY THE PENSION DISBURSING AUTHORITY TO  
THE PRINCIPAL CDA (P), ALLAHABAD REGARDING REVISION OF  
PENSION AS PER MINISTRY OF DEFENCE LETTER NO 17(4)/2008(1)/D  
(PEN/POL) DATED 11 NOV 2008**

1. Name of the Pensioner/Family Pensioner
2. IC No :
3. Date of Birth & Age :
4. Date of Retirement/Death (in case of family pension) :
5. PPO No :
6. Scale of Pay on the date of retirement/death :
7. Rank & Group last held :
8. Qualifying Service :
9. Name of the Bank/Paying Branch/Treasury/DPDO/PAO/PO
10. BSR Code No (in case of Bank) :
11. Saving Bank A/c No TS/PS No (Strike off which is not applicable) :
12. Computation of revised pension/family pension :

		Pension	Family Pension	*Ordinary Family Pension/Enhanced family pension
(A) (i)	Existing basic Pension (inclusive of commuted portion of pension, disability element, if any/existing family			

	pension in respect of retired/died prior to 01 Apr 2004			
(ii)	Dearness Pension (in case of Pre 01 Apr 2004) retiree/death in service.			
(B)	Basic pension inclusive of commuted portion of pension, disability, if any/family pension in respect of those retired died in service on or after 01 Apr 2004			
(C)	Dearness Relief upto AICPI (100) 536 @ 24% of pension/ family pension as at (A) or (B)			
(D)	Consolidated Pension/Family Pension  w.r.t Col- I of Table-1 in Annexure-I if retired/died prior to 01 Apr 2004  w.r.t. Col- II of Table in Annexure- I if retired/died after 01 Apr 2004			
(E)	Revised Pension as per Para 5 of MoD letter dated (With reference to Table No of Annexure )			

(F)	Revised Pension applicable from 01 Jan 2006 (Beneficial between (D) & (E) above )			
*(G)	Revised Pension after deducting commuted portion where under deduction			
(* if not applicable draw a line cross)				

13. Arrears of pension/family pension up to \_\_\_\_\_)  
Rs \_\_\_\_\_
14. 1<sup>st</sup> installment of arrears.
15. Arrears (1<sup>st</sup> installment) paid on
16. Remarks, if any

**SIGNATURE & SEAL OF PENSION DISBURSING AGENCIES**

Bank Branch :

Station :

District :

To

1. The Principal CDA (Pension)  
Draupadi Ghat  
Allahabad-211 014

2. Pensioner's Name  
& address