

ANNEXURE 'I'
(PARA 7.8.3)

Office of the Pay and Accounts Officer
Deptt./Ministry.

Regd. AD (if sent by post).

To

The Pay and Accounts Officer,
Central Pension Accounting Office
Govt. of India, Ministry of Finance
Trikoort -II, Bhikaji Cama Place
R.K. Puram, New Delhi -110066.

(Authority for Commutation)

Subject: Commutation of pension of Shri/Smt./Kum.....
holder of PPO No.

Sir,

I request you to make arrangement for payment of commuted value of pension amounting to Rs..... (Rupees.....) in respect of PPO mentioned above by carrying out the modifications in both halves of PPOs as detailed below:-

1. (A) Basic Pensions Rs.....
(Rupees..... only)
- (B) Pension Commuted Rs.....
(Rupees..... only)

Reduced pension payable after
Commutation Rs.....
(Rupees only)

2. Details of Disbursing Bank:

- (i) Name of Bank.....
- (ii) Branch, location and Code No. (if known)
- (iii) Account No.
- (iv) Distt.....
- (v) State

3. * Already drawing pension from the Bank indicated at 2 above/pension being authorised simultaneously.

Note:

- I. Reduced monthly pension after commutation will take effect from the date commuted value is credited into the pensioner's Account by the Bank.
- II. Pension/provisional pension, if paid, may be adjusted suitably.
- III. Dearness Relief to be allowed as admissible from time to time.

* Strike out whichever is not applicable.

Yours faithfully,

Pay and Accounts Officer
(Signature with Special Seal Authority).