

POSTAL MANUAL VOLUME IV

Part -I

CHAPTER-III

CASUAL LEAVE

99. As reproduced in Appendix No. III to Fundamental and Supplementary Part III (Leave rules) casual leave is not a recognized form of leave and is not subject to any rules made by the Government of India. A Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. For administrative reason and in order to ensure, as far as possible, uniformity of treatment in this respect, the following instructions have been laid down by the Director-General of Posts to regulate the grant of casual leave to the officers and staff of the Department of Posts which must be strictly observed:-

(a) Casual leave is limited to a maximum of 8 days in a calendar year in respect of all the staff except the Postal Dispensary Staff for whom it is 10 days as prescribed by the Department of Personnel and Training.

(b) The number of days specified is a maximum only and no one can claim the maximum number of days of casual leave as a matter of right.

(c) Casual Leave is intended essentially for short periods of absence due to unexpected contingencies. Such leave should ordinarily be granted for short periods of 1, 2 or 3 days but not exceeding 5 days at any one time. The head of the office may however waive this condition in any individual case if he considers that there are exceptional circumstances justifying a relaxation in this regard. The practice of prefixing or suffixing casual leave to gazetted holidays or Sundays should be discouraged. Sundays, Public Holidays and weekly offs falling within the period of casual leave, or preceding or following it, should not be counted as part of the casual leave.

(d) Except in the cases specified in Rule 100 below, the grant of casual leave is, in each case, subject to the clear condition that no extra expenditure should be incurred in consequence of the absence of an official on casual leave. Casual leave can be granted only when this can be done without inconvenience to public, administration and the work of the absentee can be distributed and performed by the remaining staff or can be held up without inconvenience pending his return to duty.

(e) The authority competent to grant casual leave is the head of the office, and where the applicant is himself the head of the office, the authority immediately superior to him. The Head of the office under the control of a Gazetted officer may delegate the power to grant casual leave to any authority subordinate to the latter. The decision of this authority to grant or not to grant casual leave is final in all cases.

Note 1.-- A branch postmaster or Gramin Dak Sewak Sub Postmaster is not Head of an office for the purposes of this instruction.

Note 2.-- In the case of postmen, village postmen, mail-guards and Class IV servants, the power to grant casual leave will be exercised by the Head of offices subject to the condition that if a substitute is required in place of an absentee, the authority competent to arrange for the substitute will be the authority competent to sanction the casual leave.

Note 3.-- In regard to persons who join Government service in the middle of a calendar year, the authority competent to grant such leave will have the discretion to grant either the full period of 8 or 10 days as the case may be or only a proportion thereof, after taking into account the circumstances of the case.

Note 4.-- If an official is transferred during the middle of the year from an office or post where the limit of 10 days casual leave applies to an office or post where the limit of 8 days casual leave applies or vice versa the amount of casual leave admissible may be determined by the head of the office after taking into account all circumstances of the case.

100. Expenditure by payment of overtime allowance or by employment of substitutes or by payment of traveling allowance may be incurred on account of the absence of officials on casual leave only in the following cases :-

(a) By payment of overtime allowance to a Sorting Assistant substitute/Mail-guards/Mailman and other Class IV substitutes; : In a case where a Sorting Assistant/Mail-guard/Mailman/other Class IV in the R.M.S. proceeds on casual leave and no leave reserve Sorter/Mail-guard/ Mailman/other Class IV, is available to perform the work of the absentee and the work of the absentee Sorting Assistant/Mailguard/Mailman/other Class IV, cannot be held up or distributed among the staff on duty, a substitute from officials on off-duty i.e. at rest, may be placed on overtime duty to carry on the work of the absentee, on payment of overtime allowance.

(The authority ordering overtime allowance should certify that no leave reserve was available at the station and duties could not be combined and that the work could not be managed without a substitute).

(b) In post offices by engaging substitutes in the place of postman and class IV servants.

Note: The rules regulating the employment of substitutes in casual leave vacancies are given in Appendix 6 of this volume.

(c) By payment of traveling allowance to substitutes : In the case of single-handed or two handed post offices, telegraph branches of combined post Railway Mail Service record offices, mail offices, traveling sections or such offices where although the sanctioned establishment exceeds two, it is not possible to make local arrangements to fill up a casual leave vacancy.

(Government of India's decisions below S.R.-114 and Director General's Instructions below S.R.-114, Posts and Telegraphs Compilation of the F.& S. Rules, and Memo No. ESA.-10/41/7 dated the 22nd December, 1942.)

101. Deleted.

102. Casual leave need not be reported nor recorded in absentee statements, in service books or service rolls. It should be noted in loose sheets in form Est.-50. The forms should be kept with the authority empowered to sanction casual leave or with his head clerk, if any. Inspecting Officers should scrutinize a proportion of these casual leave sheets. When an official is transferred, the officer maintaining his casual leave sheets will forward them enclosed in a service registered cover direct to the officer by whom they are to be maintained.

CHAPTER IV

PENSION AND GRATUITIES

PENSION RULES

103. The grant of pension, family pension and Death cum Retirement Gratuity are governed by the CCS(Pension) Rules, 1972.

104. Classes of Pension

Pension is admissible to permanent employees who retire or are retired with a qualifying service of not less than ten years. Temporary employees who retire on superannuation or invalidation after rendering not less than ten years of service or retire voluntarily after 20 years' continuous service are also eligible for pension. The different classes of pension are –

1. **Superannuation pension** on retirement after superannuation.
2. **Retiring Pension** on voluntary or premature retirement before superannuation
3. **Pension on absorption in or under a Corporation, Company or Body, owned or controlled or financed by the Government**, if the absorption is permitted by the Government.
4. **Pension on absorption consequent upon conversion** of a Government department into a Central Autonomous Body of a Public Sector Undertaking.
5. **Invalid Pension** on retirement after being declared by the competent medical authority to be permanently incapacitated for further service.
6. **Compensation Pension** on selection for discharge owing to the abolition of his permanent post and provision of alternate employment of equal status is not possible, or offer of a lower post is not accepted.
7. **Compulsory retirement Pension** on compulsory retirement as a measure of penalty. Such pension or gratuity or both will not be less than two-thirds nor more than full compensation pension or gratuity or both admissible on the date of compulsory retirement.
8. **Compassionate allowance** on dismissal or removal, sanctioned by the Competent Authority in a case deserving of special consideration. This is also pension but the amount should not exceed two-thirds of pension or gratuity or both, which would have been admissible to him, if he had retired on compensation pension.
9. **Minimum amount** of any class of pension will be Rs.1,913 p.m. and maximum will be 50% of the highest pay plus Dearness Pay in the Government.

105. **Premature Retirement**

At any time after a Government servant has completed thirty years' qualifying service-

- (a) he may retire from service, or
- (b) he may be required by the Appointing Authority to retire in the public interest and in the case of such retirement the Government servant shall be entitled to a retiring pension:

Provided that-

- (a) a Government servant shall give a notice in writing to the Appointing Authority at least three months before the date on which he wishes to retire; and
- (b) the Appointing Authority may also give a notice in writing to a Government servant at least three months before the date on which he is required to retire in public interest or three months' pay and allowances in lieu of such notice.

Instructions for the prompt disposal of pension cases.

106. Pension cases are often considerably delayed and the pension papers have to be returned very often for the correction of mistakes and the supply of omissions. Many months elapse before an application for pension is ready for sanction. All officers must deal promptly with pension applications and submit all the information duly complete at one time. They should bear in mind that delay in the payment of pension may involve particular hardship and everything should be done to prevent or shorten to the utmost such delays. Head of Circles are required in cases of delay to submit a full explanation to fix responsibility for delay and furnish the names of the officers who are held to be in fault. Very severe notice will be taken of any neglect or delay on the part of officers dealing with pension cases.
107. A Superintendent of post offices or R.M.S., a first class Postmaster should submit to the Head of Circle on the first of each month, a return in Form Est-52 of the applications for pension or gratuity which were pending in his Division or Office at the close of the preceding month. On receipt of such returns by the Circle Offices, this information should be included alongwith information relating to cases pending in their offices in a consolidated return in Form *Est.53*. This consolidated return should then be placed before Head of Circle for review.

Note: *In the returns, the length of time a case has been pending should be reckoned from the date on which the applicant for pension or gratuity, in each case, ceased to be borne on the establishment.*

Provisional Pension

108. When the preparation of a pension case presents difficulties which are likely to involve prolonged enquiries or when an officer has been unexpectedly retired and it is clear that his pension can not be sanctioned within a month, the officer concerned should at once ask the authority competent to sanction the pension to address the Audit Office to arrange for a provisional pension under the provisions of Rule 64 of CCS(Pension) Rules, 1972. The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post, and with effect from the date on which he retired. The under mentioned documents should invariably be sent to the Audit office:
- (i) A declaration as prescribed in Rule 64(1)(ii) and Rule 64(2) of CCS(Pension) Rules, 1972.
 - (ii) The service book or the service roll, as the case may be.
 - (iii) A statement showing the details of the services of the applicant as recorded in the service book or the service roll, and the pay drawn by him during the last three years of his service.
 - (iv) Requisite medical certificate of incapacity for further service in case of invalid pension.

Note : Pension cases of voluntary retirement, invalid retirement and compulsory retirement are not covered by the above rules.

109. In order to facilitate the prompt disposal of pension cases the succeeding guidelines and instructions should be carefully studied by all officers concerned.
110. Every Head of Office shall undertake the work of preparation of pension papers in Form 7 two years before the date on which a Government servant is due to retire on superannuation.
111. All officers concerned must keep a constant watch over the pension work of their offices. They must personally scrutinize the return of pending pension and gratuity cases (of those of their subordinates whose pensions and gratuity cases they are competent to sanction as well as of those whose pensions or gratuities their subordinate non gazetted officers are competent to sanction) prepared each months in their offices, and they should take immediate steps to accelerate the completion of cases which the return shows to be pension for three months or more. They should also, from time

to time test the completeness and accuracy of the return by reference to the cases themselves when these come up before them. They should take special precaution that these pensions or gratuities are sanctioned by them personally if they are empowered to do so or sent to the officers concerned for sanction if they are not the competent authority, as soon as they are complete in all respects, and that the papers on which their signature is necessary are also signed by them.

112. In dealing with applications for pension or gratuity the officers concerned must satisfy themselves that all the instructions in this chapter are fully complied with, so far as the requirements of the case in question are concerned.

ENQUIRIES TO BE MADE IN MARCH AND SEPTEMBER TO ASCERTAIN WHO ARE LIKELY TO RETIRE.

113. The Superintendent or first class Postmaster must make a point of knowing the names of his subordinates who are likely to retire within the period of six months from April to September and from October to March. For this purpose, enquiries are to be made once in six months, in March and September, and the names of all those persons who are likely to retire within the half year, ascertained and noted in a special register. The entries in the special register should be verified by a Gazetted Officer in Circle Offices and Supervising Officers or Heads of offices in other offices.

114. Having thus ascertained the names of the persons who are to retire, the officer concerned must proceed to take action as described under:

- (1) The Head of Office shall divide the period of preparatory work of two years in the following three stages:

(a) **First Stage: Verification of service:**

(i) The Head of Office shall go through the Service Book of the Government and satisfy himself as to whether the certificates of verification for the entire service are recorded therein.

(ii) In respect of the unverified portion or portions of service, he shall arrange to verify the portion or portions of such service, as the case may be, with reference to pay bills, or other relevant records and record necessary certificates in the Service Book.

(iii) If the service for any period is not capable of being verified in the manner specified in sub-clause(i) and sub clause (ii), that period of service having been rendered by the Government servant in another office or Department, a reference shall be made to the Head of Office

in which the Government servant is shown to have served during that period for the purpose of verification

(iv) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i), or sub-clause (ii), or sub-clause (iii), the government servant shall be asked to file a written statement on plain paper stating that he had in fact rendered that period of service, and shall, at the foot of the statement, make a declaration as to the truth of that statement, and shall in support of such declaration produce all documentary evidence and furnish all information which is in his power to produce or furnish.

(v) The Head of office shall, after taking into consideration the facts in the written statement and the evidence produced and the information furnished by that Government servant in support of the said period of service, admit that portion of service as having been rendered for the purpose of calculating the pension of that Government servant.

(b) **Second Stage:** - Making good omission in the Service Book –

- (i) The Head of Office while scrutinising the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension.
- (ii) Every effort shall be made to complete the verification of service, as in Clause (a) and to make good omissions, imperfections or deficiencies referred to in sub-clause (i) of this clause. Any omissions, imperfections or deficiencies including the portion of service shown as unverified in the Service Book which it has not been possible to verify in accordance with the procedure laid down in Clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the Service Book.
- (iii) Calculation of average emoluments. – For the purpose of calculation of average emoluments, the Head of Office shall verify from the Service Book the correctness of the emoluments drawn or to be drawn during the last ten months of service. In order to ensure that the emoluments during the last ten months of service have been correctly shown in the Service Book, the Head of Office may verify the correctness of emoluments for the period of twenty-four months only preceding the date of retirement of a Government servant, and not for any period prior to that date.

(c) **Third Stage** : As soon as the second stage is completed and in any case not later than ten months prior to the date of retirement of the Government servant, the Head of Office shall take the following action:-

- (i) He shall furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for purpose of pension and gratuity as also the emoluments and the average emoluments proposed to be reckoned with for retirement gratuity and pension. In case the certified service and emoluments as indicated by the Head of Office are not acceptable to him, he shall furnish to the Head of Office the reasons for non-acceptance, inter alia, supported by the relevant documents in support of his claim.
- (ii) In case of any difficulty in determining the length of qualifying service on account of non-availability of service records, the retiring Government servant shall be asked to file a written statement of service as provided in Clause (ii) of sub-rule (1) and sub-Rule (2) of Rule 64.
- (iii) Forward to the retiring Government servant Form 4 and Form 5 advising him to submit the same duly completed in all respects so as to reach the Head of Office not later than eight months prior to his date of retirement.

(2) Action under clauses (a), (b) and (c) of sub-rule (1) shall be completed eight months prior to the date of retirement of the Government servant.

- 115. Completion of pension papers: The Head of Office shall complete Part-I of Form 7 [not later than six months of the date of retirement] of the Government servant.
- 116. Forwarding of pension papers to Accounts Officer : After complying with the requirement of the above Rules, the Head of Office shall forward to the Accounts Officer Form 5 and Form 7 duly completed with a covering letter in Form 8 along with the Service Book of the Government servant duly completed, up-to-date and any other documents relied upon for the verification of service.
- 117. He shall retain a copy of each of the Forms referred to above for his records.
- 118. Where the payment is desired in another circle of accounting unit,, the Head of Office shall send Form 7 in duplicate to the Accounts Officer.
- 119. The above papers shall be forwarded to the Accounts Officer not alter than six months before the date of retirement of Government servant.
- 120. Intimation to the Accounts Officer regarding any event having bearing on pension : The Head of Office, after ascertaining and assessing the Government dues, shall furnish the particulars thereof to the Accounts Officer at least two months before the date of retirement of a

Government servant so that the dues are recovered out of the gratuity before its payment is authorized.

121. If, after the particulars of Government dues have been intimated to the Accounts Officer a above, any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.
122. On receipt of the pension papers referred to in Rule 119, the Accounts Officer shall apply the requisite checks, record the Account Enfacement in Part-II of Form 7 and assess the amount of pension and gratuity and issue the pension payment order not later than one month in advance of the date of retirement of the Government servant, if the pension is payable in his circle of accounting unit.
123. If the pension is payable in another circle of accounting unit, the Accounts Officer shall send the pension payment order along with a copy of Form 7 and the accounts enfacement to the Accounts Officer of that unit for arranging payment.
124. **Payment of Pension** : Pension Payment Order- The accounts Officer responsible for issuing Pension Payment Order will issue authority, i.e. Pension Payment Order to the pension disbursing authority, i.e. the Post Office, from where the pension/family pension is desired to be drawn monthly. He will also send an intimation to the pensioner along with a certified copy of 'Pension Calculation sheet' duly counter signed. The PPO will consist of two halves, i.e. Disburser's half and Pensioner's half. On the first appearance of the pensioner, the concerned Post Master or the pension disbursing authority, will, after necessary check, hand over the pensioner's half to the pensioner and start payment of the monthly pension/family pension.
125. Pensions fixed at monthly rates are payable on the last working day of the month to which they relate except in the case of pension for the month of March which shall be paid on or after the first working day of April.
126. All pensions and gratuities shall be payable in rupees in India only.

127. Gratuity

1. **Service Gratuity.** A lumpsum payment known as Service Gratuity at the rate of half month's emoluments for every completed six-monthly period of qualifying service is admissible for a permanent employee who retires before completion of 10 years qualifying service. 'Emoluments' means basic pay, stagnation increment, dearness pay, non-practising allowance, if any and includes dearness allowance admissible on the date of retirement.
2. This Gratuity is in addition to retirement gratuity admissible to those who have completed 5 years qualifying service.
3. Retirement Gratuity is admissible to all employees who retire after completion of 5 years of qualifying service at the rate of 'one-

fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of 16 1/2 times 'the emoluments' or Rs.3.50 lakhs, whichever is less. Emoluments include DA on the date of cessation of service.

4. Death Gratuity is admissible in the case of death in service of an employee at the following rates:-

	Length of service	Death Gratuity payable to family
(i)	Less than one year	2 times of 'emoluments'
(ii)	One year or more, but less than 5 years	6 times of 'emoluments'
(iii)	5 years or more but less than 20 years	12 times of 'emoluments'
(iv)	20 years or more	Half of 'emoluments' for every completed six monthly period of qualifying service subject to a maximum of 33 times 'emoluments' or Rs.3.50 lakhs, whichever is less.

'Emoluments' include DA on the date of death.

Note – The amount of gratuity should be rounded off to the next higher rupee.

5. **Residuary Gratuity** – When an employee dies within five years after retirement, and the total amount actually received by him on account of pension (or service gratuity) dearness relief on pension, retirement gratuity, commutation amount, is less than 12 times the 'emoluments' drawn at the time of retirement, the deficiency is granted to his nominee/family. This is 'residuary gratuity'.
6. Death Gratuity is payable to the nominee(s)/eligible member(s) of the family of the deceased employee.
7. Minor's whole share of the gratuity is to be paid to the natural guardian of the minor and in the absence of a natural guardian, to the person who furnishes a guardianship certificate.
8. Minor's share of gratuity upto Rs.10,000 or first Rs.10,000 (if it exceeds Rs.10,000) may be paid to the guardian, other than natural guardian, without production of guardianship certificate. The

claimant should, however, produce an Indemnity Bond with Sureties.

128. Family Pension

1. The grant of Family Pension is regulated by the provisions of Rule 54 of CCS(Pension) Rules, 1964.
2. The provisions of this rule apply to a Government servant entering service in a pensionable establishment on or after the 1st January, 1964
3. When a Government servant dies
 - (a) after completion of one year of continuous service or
 - (b) before completion of one year of continuous service, provided the deceased Government servant concerned immediately prior to his appointment to the service or post was examined by the appropriate Medical Authority and declared fit by that authority for Government service; or
 - (c) after retirement from service and was on the date of death in receipt of a pension, or Compassionate Allowance, referred to in Chapter V, other than the pension referred to in Rule 37 of CCS(Pension) Rules,
the family of the deceased shall be entitled to Family Pension.
4. The monthly rate of family pension is expressed in whole rupees, fraction of a rupee being rounded off to the next higher rupee. Where family pension is payable to more than one person, each share containing a fraction of a rupee should be rounded off to the next higher rupee.
5. Family for the purposes of this rule means the deceased person's –
 - (i) Spouse
 - (ii) Son(s), unmarried daughter(s) (including legally adopted son/daughter), all below the age of 25 years or up to the date of his/her marriage, whichever is earlier.
 - (iii) Widowed/Divorced daughter(s) up to the date of re-marriage/death irrespective of age.
 - (iv) parents who were wholly dependent on the Government servant when he/she was alive, provided the deceased employee had left behind neither a widow nor a child.
 - (v) The income criteria for dependency will be that their earning is not more than Rs.2550 per month.

6. Normal rate of family pension – The monthly family pension is based on the `pay' drawn on the date of death or on the date of retirement, as the case may be, and is admissible at a uniform rate of 30% of pay last draw, subject to a minimum of Rs.1,913 per month.
7. In some cases the family pension will be based on the average of pay drawn during the last ten months.
8. `Pay' includes Basic Pay, SI, Dearness Pay and NPA.
9. Higher rate of family pension – A higher rate of family pension is admissible, if the deceased had rendered not less than seven years' continuous service. It is payable from the date following the date of death, for a period of seven years or up to the date on which he would have attained 67 years had he survived, whichever is less. The higher rate of Family Pension is not admissible to dependent parents and they are eligible only for the normal rate. The rates are-
 - (a) In the case of death in service:
 - One and a half-times the normal rate of family pension, if compensation under WC Act is also paid; and
 - Fifty percent of the `pay' plus dearness pay last drawn in other cases
 - (b) In the case of death after retirement:
 - Fifty per cent of `pay' plus dearness pay drawn at the time of retirement; or
 - The amount of pension authorized on retirement, whichever is less.
10. To whom payable – Except in cases where the deceased in survived by (i) more than one widow; or (ii) one widow and children through another wife already expired; or (iii) twin children, the family pension is payable to only one member of the family at a time. It is first payable to the surviving widow/widower till her/his death or remarriage, whichever is earlier, and thereafter to eligible children one by one in the order of their birth, irrespective of their sex.
11. In the case of dependent parents, if both parents are alive, it will be paid first to mother and after her death to father.
12. If a family pensioner dies, the right to receive any arrears of family pension shall automatically pass on to the next eligible member of the family.
13. Payment to more than one widow – When there are more than one widow, the family pension will be allowed in equal shares. On the death of a widow, her share becomes payable to her eligible child/children. If such widow leaves no eligible child, her share of pension will be payable to the other widow in full.

When a widow survives the deceased and also an eligible child from the deceased/divorced wife, the child will be paid the share of the family pension, which its mother would have received had she been alive/not divorced. On the share ceasing to be payable to the child, it will be paid to the surviving widow.

14. In the case of twins the family pension will be paid in equal shares. If one child ceases to be eligible, his/her share will be paid to the other child. When both of them cease to be eligible, it will be paid to the next eligible child.

15. Period for which payable to:-

(a)	Widow or widower	Till date of remarriage or death, whichever is earlier. Pension is payable for the date of death also.
(b)	Unmarried son/daughter/widowed/divorced daughter	Till date of marriage/remarriage or date of attaining the age of 25 years or starts earning more than Rs.2550 per month.
(c)	Son(s) suffering from disorder or disability of mind or physically crippled.	For life or till he starts earning more than Rs.2550 per month.
(d)	Daughter(s) (including widowed/divorced daughter(s)) suffering from disorder or disability of mind or physically crippled	For life or till she gets married or till she starts earning more than Rs.2550 per month.
(e)	Dependent parent(s)	Till death or starts earning more than Rs.2550 per month.

In cases covered by (b) to (d) above, the family pension will be paid through guardian till he/she attains the age of 18 years and thereafter to him/her directly. However in the case of son/daughter suffering from disorder/disability of mind, it will be paid through guardian throughout.

129. Family Pension is payable to the eligible member of the family if the Government servant dies while under suspension. The period of suspension will be treated as duty for all purposes including payment of pay and allowances.

130. Family pension in the case of military pensioner re-employed in civil post before attaining the age of superannuation is regulated as under-
- (a) If he dies while on re-employed service, his family will be allowed Family Pension, 1964, or the Military Family Pension already authorized, whichever is more advantageous.
 - (b) If on re-employment he had opted to surrender military pension and dies after retirement, his family will be allowed Family Pension, 1964.
 - (c) If on re-employment he opts to retain military pension, and
 - (i) retires from re-employed service without earning civil pension, his family will be allowed Military Family Pension already authorized;
 - (ii) retires from re-employed service after earning civil pension, he should at the time of retirement from re-employed service exercise an option electing either Family Pension, 1964 or Military Family Pension already authorized.
131. Family pension can be paid when the whereabouts of the employee/pensioner are not known. When an employee/pensioner disappears and his whereabouts are not known, his family can be paid family pension after one year from the date of filing complaint with Police about missing. Family pension is granted from the date the FIR is lodged with the Police.
132. Cases in which officials disappear after committing frauds, etc., the family pension is to be sanctioned only on the Government servant's being acquitted by the Court or after the conclusion of the disciplinary proceedings.
133. Family Pension is admissible to post retrieval spouse/children born or adopted legally after retirement.
- 134. Commutation of Pension**
Eligibility – Every pensioner is eligible to commute a portion of his monthly pension for a lumpsum payment which is the commuted value of that portion of the pension. Commutation of a portion of compassionate allowance is also admissible. An employee or pensioner against whom departmental or judicial proceedings are pending is not eligible to commute a portion of his pension till completion of such proceeding.
135. **Amount admissible** – Not exceeding 40% of monthly pension. Any fraction in the amount offered for commutation will be ignored.
136. Persons in receipt of the following kinds of pension (including provisional pension) can commute upto 40% of their pension without undergoing medical examination, if they apply for commutation before the expiry of one year reckoned from –
- (a) the date of retirement in the case of superannuation pension, retiring pension, compensation pension.

- (b) The date of issue of retirement orders in the case of Pension on absorption in a Corporation, Company or Body, etc.
 - (c) The date of issue of final orders in the case of pension granted on finalization of departmental/judicial proceedings and issue of final orders thereon.

- 137. The following categories of pensioners can commute a portion of their pension only after they have been medically examined and declared fit by the appropriate medical authority:-
 - (i) retired on invalidation;
 - (ii) retired compulsorily as a measure of penalty
 - (iii) in receipt of compassionate allowance; and
 - (iv) all pensioners applying for commutation after one year from the date of retirement.

- 138. Competent Medical Authority is:-
 - (a) Medical Officer not lower in status than that of a Civil Surgeon or a District Medical Officer
 - (b) Medical board
 - (i) commutation of invalid pension
 - (ii) in all cases of a second medical examination of commutation of pension

- 139. Withdrawal of application for commutation on Medical examination is permissible before Medical examination and permissible after medical examination, if pensioner declines to accept addition to actual age directed in the medical report, within 14 days of its receipt; and treated as withdrawn if the pensioner fails to take the medical examination.

- 140. A pensioner who has declined to accept commutation on the basis of addition of years to his actual age as recommended by the Medical Authority or has been refused commutation on medical ground is eligible to take medical examination for commutation after one year from the date of first medical examination. However, the second medical examination may be held even before the expiry of one year, if the pensioner appeals to his last Head of Office against the medical verdict and seeks review thereof by a second Medical Authority. The appeal should be preferred within a month of receipt of certificate by the pensioner.

- 141. The commutation becomes absolute and the commuted value of pension becomes payable on the date:-

- (i) following the date of retirement in the case where the application for commutation of superannuation pension is received by the Head of Office on or before the date of superannuation;
- (ii) of receipt by the Head of Office or the application for commutation of pension without medical examination before the expiry of one year as mentioned in Para 3 above.
- (iii) On which the Medical authority signs the medical report for commutation;
- (iv) On which the first medical authority recorded its opinion when its decision is set aside or modified on appeal.

142. Calculation of Commutation Amount –
Lumpsum Payable = Commutation factor x 12 x amount of pension offered for commutation
- The product should be rounded off to the next higher rupee. The commutation factor is taken from the Commutation Table as relevant to the age next birthday. The age next birthday will be determined with respect to (i) the date of superannuation in cases where commutation is required along with PPO, (ii) the date of receipt of application in other cases where medical examination is not necessary, and (iii) the date of medical examination when it is necessary.
143. Payment will be made by Head of Office who disbursed the last pay, if the official retiring after superannuation applies for commutation on or before date of retirement and by the pension disbursing authority on the order issued by the Accounts Officer, in other cases.
144. Reduction in the amount of pension on commutation will become operative from the date of receipt of the commuted value by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier.
145. When pension is revised upward retrospectively, payment of commuted value of the quantum of increase in pension may be authorized without further application from the pensioner. Further reduction in pension will become operative from the date of receipt of difference amount by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier.
146. Nomination in the prescribed form should accompany application for commutation conferring on one or more persons the right to receive the commuted value in the event of applicant's death before receiving it.
147. Commuted portion of pension will be restored on the expiry of 15 years from the date of retirement, if the commutation amount is received in the first month of retirement; in other cases, the commuted portion of pension will be restored after fifteen years from the date of receipt of commutation amount. For this purpose, pensioner should apply to the Pension Disbursing Authority.
148. Every employee who is due to retire should submit nomination for payment of arrears of pension in triplicate to the Head of Office in the prescribed form. Any notice of modification of nomination (including cases where the nominee predeceases the pensioner) should be submitted by the pensioner in the prescribed form in triplicate to the Pension Disbursing Authority who will return one copy to the pensioner duly attested.

149. New Pension Scheme

(a) This scheme is applicable to all Central Government servants who are appointed on or after 1-1-2004. It is not applicable to the Armed Forces, at present.

(b) Government servants have to contribute 10% of their Pay (i.e. Basic Pay + Dearness Pay + DA) through recovery from their salary bills. Recovery will commence from the month following the month of joining the Government service. Government will make equal matching contribution.

(c) A unique 16-digit Permanent Pension Account Number (PPAN) will be allotted by the PAOs.

(d) No withdrawal is admissible.

(e) Exit from the Scheme will be on attaining 60 years of age. It is mandatory to invest forty percentage of pension wealth in an annuity (from an IRDA regulated Life Insurance Company) to provide pension for lifetime of the employee and his dependent parents/spouse. In cases where the employees leave the scheme before 60 years of age, 80% of pension wealth is mandatory for investment.

(f) Individuals will get an Annual statement containing the details of OB, monthly contribution, Government's matching contribution and interest earned. Interest for the accumulations will be at the rate prescribed by the Government from time to time.

150. Compensation to officials under the Workmen's Compensation Act

(a) The principal classes of employees in the Department of Posts who are included within the definition of "Workman" in clause (n) of sub-section (1) of Section 2 of the Workmen's Compensation Act, 1923, read with Schedule II thereto are the following

Class of employee	Relevant clauses in Schedule II
Lorry driver	Clause (i)
Packing foreman, packing supervisory, packer, carpenter, label writer	Clause (iii)
Lascar, Sardar, lister driver	Clause (iii) or (vii)
Despatch assistant(loader), boy lascar, crane driver with assistant, manjee and dandee, marker, weighman.	Clause (vii)
Electrical mechanic, electric mazdoors, oiler, cleaner	Clause (ix)
Engine driver	Clause (ix) or (xix)
Engineering supervisor	Clause (ix) or (xii) or (xv) or (xix)
Electrical supervisor	Clause (ix) or (xix)
Line Inspector, Trolleyman	Clause (xii)
Town Inspector (Postal), Inspector of RMS, Inspector of Peons, Orderly peons to the Inspector of Railway Mail Service, Head Postman, Potman, Village Postman, letter officials working Mobile Post Offices, Box Peon, Mail Peon, line overseer, runner, ghat porter, mail guard, RMS sorter, RMS porter, van peon, mail overseer boatman, taskwork messenger, delivery peon, bicycle peon, extra departmental mail carrier, extra departmental messenger, mazdoor on daily wages, line rider, bhistis, cable guard, motor driver, all clerks whose duty is to escort mails in mail lorries, and dispatch riders.	Clause(xiii)
Carrier attendant, wire mazdoor, mazdoor	Clause (xv)
Inspector and sub-inspector of lines, line mazdoor	Clause (xv) or (xvi)
Mechanic, wireman and assistant mistry	Clause (xv) or (xix)
Cable supervisor	Clause (xvi)

Engine driver, electrical plant attendant, battery, engine mazdoor, battery mazdoor, mazdoor oiler	Clause (xix)
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Note : The above list of employees is merely intended for the guidance of departmental officers and does not have any statutory force.

(b) Compensation is payable in case of temporary/permanent disablement or death as a result of an employment injury. The contracting of any disease listed in Schedule III to the Workmen's Compensation Act is deemed to be an injury by accident.

(c) The amount of compensation payable in different contingencies is as given below:-

(i)	Where death results from the injury	An amount equal to fifty per cent of the monthly wages of the deceased workman multiplied by the relevant factor/specified in Schedule IV of the WC Act or an amount of eighty thousand rupees whichever is more.
(ii)	Where permanent total disablement results from the injury	An amount equal to sixty percent of the monthly wages of the injured workman multiplied by the relevant factor in Schedule Iv of the WC Act or an amount of ninety thousand rupees, whichever is more.

(iii)	Where permanent partial disablement results from the injury	(i) in the case of an injury specified in part-II of Schedule –I of the ACT such
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		<p>percentage of the compensation which would have been payable in the case of permanent total disablement as is specified therein as being the percentage of the loss of the earning capacity caused by that injury, and</p> <p>(ii) in the case of an injury not specified in Schedule-I of the Act, such percentage of the compensation payable in the case of permanent total disablement as is proportionate to the loss of earning capacity (as assessed by the qualified medical practitioner) permanently caused by the injury,</p>
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(iv)	Where the temporary disablement, whether total or partial, results from the injury	<p>A half-monthly payment of the sum equivalent to twenty-five percent of monthly wages of the workman. The half-monthly payment is payable on the sixteenth day:-</p> <p>(i) From the date of disablement where such disablement lasts for a period of twenty-eight days or more, or</p> <p>(ii) after the expiry of waiting period of three days from the date of disablement where such disablement lasts for a period of less than twenty-eight days; and thereafter half-monthly during the disablement or during a period of five years, whichever period is shorter.</p>
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Note : (1) Where the monthly wages of a workman exceed four thousand rupees, his monthly wages for the purposes of (a) and (b) above shall be deemed to be four thousand rupees only.

(2) The minimum rates of compensation for permanent disablement and death specified in the Act is Rupees ninety thousand and eighty thousand respectively. The maximum amount of compensation works out to about Rs.5,48,496.00 for permanent disablement and Rs.4,57,080.00 for death.

(d) Settlement of claims under the Act

The claims for compensation broadly fall in three categories, as below:-

(i) Uncontested cases:

- (a) After a workman has given notice of the accident, the employer is expected to arrange for medical examination of the workman. It must be free of charge. The medical examination will indicate the nature of the disablement.
- (b) If the disablement is of temporary nature the employer will pay compensation as half monthly payments, direct to the workmen.
- (c) If the disablement is of permanent nature compensation will be paid in lumpsum by the employer to the workman if he is a male over 18 years of age. In the case of woman and minors, the employer will deposit the amount of compensation with the Commissioner, for disbursement.
- (d) Where a workman has agreed to accept and has taken a smaller sum than the amount fixed by the Act, his right to bring proceedings for the balance are protected.
- (e) Any agreement with the workman for a lumpsum payment must be registered with the Commissioner by the employer.

(ii) Disputed Cases

- (a) The application has to be made in Form 'F' prescribed under the Workman's Compensation Rules. An illiterate person can have the application prepared under the direction of the Commissioner.
- (b) A claim for compensation must be preferred before the Commissioner within 2 years of the occurrence of the accident or in the case of death within 2 years of the date of death. In the case of contracting of a disease, the accident is deemed to have occurred on the first of the day during which the

workman was continuously absent in consequence of the disablement caused by the disease.

(iii) Fatal cases:

- (a) The amount of compensation due has to be deposited by the employer with the Commissioner for Workman's Compensation. The Act specifically provides that no payment made directly by the employer shall be deemed to be a payment of compensation.
- (b) The Commissioner shall distribute the lumpsum amount of compensation to the dependents in such proportion as he may decide.
- (c) If the employer does not deposit the compensation the dependent or dependents have to make an application to the Commissioner in Form 'G' prescribed under the Workmen's Compensation Rules for the issue of an order to deposit compensation.

POWERS OF SANCTION

151. The officers mentioned in the Schedule below are authorized to sanction expenditure on the grant of compensation payable under the Workmen's Compensation Act (1923) (VIII of 1923) and to the extent indicated therein.

Authorities	Extent of Sanction
(i) Director General	Full Powers
(ii) All Chief Post Masters General, Directors, Postal Training Colleges, Directors, Postal Staff College, Ghaziabad, Director, Foreign Post, Mumbai	Power to sanction compensation for temporary disablement upto a period of two years and to sanction commutation and other lumpsum payment subject to a maximum of Rs.1,000 in each case, and to the condition that the amount involved can be met from the budget provision made for the purpose or by reappropriation with the sanction of the competent authority.

NOTE : On receipt of the above sanction, the payment of the compensation will be arranged for by the Audit Officer concerned.

SETTLEMENT OF CLAIMS DISPOSED OF UNDER THE WORKMEN'S COMPENSATION ACT, 1923

152. The authorities mentioned against item (ii) in rule 151 should submit a consolidated return in the prescribed form to the Director General on or before the 1st June following the calendar year to which it relates.

CHAPTER XVI REVISION OF ESTABLISHMENT—GENERAL RULES POWERS

Rule 523.

The powers of officer of the Department in respect of creation, revision or abolition of establishments are defined in the Schedule of Financial Powers of Officers of the Indian Postal Department.

SUBMISSION OF PROPOSALS FOR FIXED ESTABLISHMENTS TO THE DIRECTORATE GENERAL.

SUBMISSION OF PROPOSALS FOR FIXED ESTABLISHMENTS TO THE DIRECTORATE GENERAL.

524.

All proposals made by Divisional Heads of Postal/Railway Mail Service, Chief Postmasters, Executive Engineer/ Superintendent Engineer will be submitted by Heads of Circles to the Director General directly. In such cases, the papers containing the proposals will be forwarded to the sanctioning authority, in consultation with the Circle IFA, by the Head of the Circle who will personally add the following sentence in his forwarding letter :-

“The figures shown as representing the present cost of the establishment affected by this proposal has been verified by the Circle IFA in its verification certificate No. .,dated the(enclosed).”

The proposals relating to BD and Marketing, PLI, Postal Directorate, Civil Wing should be sent through the respective CGMs/DDsG/Chief Engineer (C)

Note- Every proposal must be submitted to the Director General at least three months in advance (in case of fixed establishment) and two months (in case of temporary establishment) of the date from which sanction is desired. In the case of Postal and Railway Mail Service, where necessary, it must be supported by a statistical memorandum and a copy of the value return.

CHAPTER XVII REVISION OF ESTABLISHMENT POST OFFICE AND RAILWAY MAIL SERVICE

PERSONAL RESPONSIBILITY FOR INCREASES IN ESTABLISHMENTS CHARGES

525.

Before sanctioning proposals for the creation or revision of fixed establishments or for the employment of experimental and temporary establishments, the authority empowered to sanction or revise the establishment must personally scrutinize them and satisfy herself/himself that they are fully justified with reference to the standards and rules on the subject.

PREPARATION OF PROPOSALS REGARDING FIXED ESTABLISHMENTS

526.

Every letter containing a proposal for the creation, revision or abolition of fixed establishments should explain fully the grounds on which it is based, along with the financial effect clearly. In other words, the letter should show the present cost of the establishment or portion of establishment affected, details of the number and pay of the appointments which it is proposed to add or modify, and the cost after revision of the establishment or portion of establishment concerned, the particulars being exhibited in tabular form. (For further instructions see Posts & Telegraphs Initial, Account Code, Vol-I). For this purpose the establishment charges should be taken to be divided into four portions, as shown below :-

(a) In the case of a Head Office or a very large Sub Office

- (1) clerical establishment;
- (2) delivery establishment;
- (3) class IV establishment
- (4) other items such as contingent allowance of the office, house rent, etc.

(b) In the case of a Railway Mail Service Division

- (i) Sorting Assistant establishment
- (2) Mail Guards establishments
- (3) Class IV establishment;
- (4) Other items such as contingent allowance, allowance to attendants at rest house, etc.

Exception—When it is proposed to revise or abolish an existing house-rent charge, or to incur a new one, details should be given only in respect of the items of house rent that are affected by the proposal.

527.

When it is proposed to transfer an appointment or other establishment charge from one office or division to another, the proposal should contain: (a) the abolition of the appointment or charge in its old office or division, and simultaneous creation of the appointment or charge in the new office or division.

529.

In the case of an office, line appointment or other establishment charge which is proposed for only a portion of each year or the cost of which is higher during a portion of a year than during the rest of the year, one twelfth of its total annual cost should be taken as its monthly cost.

SUBMISSION OF PROPOSALS REGARDING FIXED ESTABLISHMENT TO THE HEAD OF THE CIRCLE

530.

Every proposal made by a Supdt. or Chief Postmaster or Executive Engineer/ Superintending Engineer, as the case may be, must be submitted to the Head of the Circle at least three months in advance of the date from which sanction is desired and where necessary, it must be supported by a statistical statement in Form Est.2, Est.3 or Est.3(a) as the case may be.

531.

A value return in Form Est.5 or Est.6(a), as the case may be, should be submitted with every proposal :-

- (1) in connection with experimental post office,
- (2) for increasing the establishment charge of a branch office
- (3) for converting a branch office into a sub office,
- (4) for closing an office on the ground of its being un-remunerative.
- (5) for increasing the cost of those mail lines which benefit branch offices only.

532.

When a proposal involves a revision of the signaling charges of a combined office, it should be accompanied by an abstract statement of the telegraph statistics and revenue of the office for the preceding six months.

PROPOSALS FOR TEMPORARY ESTABLISHMENTS

533.

Proposals for the employment of temporary establishments (including those required for telegraph work in combined offices) should be submitted by Supdt. or Chief Postmaster or Executive Engineer or Superintendent Engineer as the case may be to the Head of the Circle direct. The grounds on which the proposal should be clearly and fully stated and the date from and the period for which the establishment is likely to be required should be specified. Proposals should be submitted at least two months in advance of the date from which sanction is required.

NOTE:- When it is found that a sanctioned temporary establishment needs revision, a fresh proposal should be submitted to the Head of the Circle stating the revised temporary establishment for which sanction is actually needed.

SANCTION TO PROPOSALS REGARDING FIXED AND TEMPORARY ESTABLISHMENTS

534.

If a proposal submitted to the competent authority is approved by him and does not require the sanction of a higher authority, he will issue an order of sanction to the officer who submitted the proposal, simultaneously sending copies thereof to all concerned, including Establishment Division of the Postal Directorate. The order of sanction will specify the date from which the proposal should be effective and in the case of a temporary establishment, the period for which it may be needed.

535.

Under no circumstances should effect be given to a revision of fixed establishment from a date earlier than the one specified in the order of sanction and in exceptional cases where the revision is to take place from a later date, a report must be submitted immediately to the competent authority stating the date from which the sanction will be carried out and this date will, at the same time be intimated to the other offices to whom copies of sanction were sent. If the sanction involves an increase in expenditure, the competent authority will inform the Circle IFA and other concerned parties of the revised date of effect without delay and if a decrease is involved, he will issue a revised sanction. Similarly, if it is found that the period for which a temporary establishment has been sanctioned requires alteration, a report must be submitted to the competent authority without delay, stating the period for which sanction is actually needed, and on receipt of this report, a revised order will be issued by him.

536.

If a proposal which requires the Director General's orders is approved by him, the Head of the Circle will receive an order of sanction, in which the date from which the alteration in the fixed establishment should be carried out or the period for which the temporary establishment may be employed, as the case may be, will be specified. The necessary extract from this order will be communicated by the Head of the Circle to the officer by whom the proposal was submitted, and a copy of it will be sent to the Chief Postmaster or the Supdt., or Executive Engineer/Superintending Engineer, as the case may be. If for any reason, the sanction to the revision of a fixed establishment cannot be carried out from the date specified by the Director General or the period of employment of temporary establishment specified in his sanction requires alteration, a report must be submitted at once to the Director General stating the date from which the sanction will be carried out or the period for which sanction is actually needed. In the former case, the revised date of effect will be communicated also to the Circle IFA.

536-A

A sanction involving an increase in expenditure which has not been carried out within a year of the date of issue of the sanction but without stipulation in the sanction about the budgetary provisions of a specified year from which expenditure is to be met, the sanction will have to be revised / renewed by the sanctioning authority before the close of the financial year. The sanction will be considered to have been acted as if payment in whole or in part has been made in pursuance of the sanction within 12 months from the date of its issue. In cases when part payment has been made within the stipulated time, the subsequent payment of the balance may be made without a fresh expenditure sanction.

REGISTER OF SANCTIONED ESTABLISHMENT

537.

The Supdt. must keep up a register of sanctioned establishments for his Division in the form A.C.G. 19(a) used for the same purpose in head offices. He must ensure that this register is kept corrected properly and up-to-date.

PERIODICAL REVIEW OF THE WORK OF OFFICE AND SECTIONS

538.

It is necessary, in the best interest of the Department and of the staff concerned that the work of Head Offices, larger Sub Offices, Mail Offices, Sections is periodically reviewed as prescribed in the rules to ensure availability of manpower is commensurate with the amount of work in each case.

539.

For this purpose, the Head of the Circle, will arrange to receive, at fixed intervals, statistics of the work of each head office and of each of the larger sub offices in their circles in the forms prescribed for revisions of establishment according to the Bewoor;s Time tests. The intervals should ordinarily be:-

(a) Kolkata, Mumbai and all GPOs/HOs/MDGs - **Every year**

(b) LSG/HSG SOs- **Every three years**

Class I SOs – **Every three years**

Other T/SOs – **Every three years**

(c) Branch Offices – **Every three years**

Revision of Allowances of GDS

GDS BPMs/GDS SPMs – **Every three years**

Other GDS – **Every three years**

Note-1.

Register in the proforma indicated below should be maintained to ensure that the prescribed review is carried out within the prescribed period.

Note-2.

It would be sufficient to take up the periodical review of a post office not with reference to the last periodical review but with reference to the latest review taken when additional staff as justified was sanctioned.

Note 3. At the time of inspection

of every Head office and Sub Office the Inspecting officers should examine whether the existing strength of the office is adequate or requires revisions. The inspecting officer may direct the Postmaster or Sub postmaster to maintain statistics of the delivery and sorting branches if he is satisfied after examining the statistics of accountable articles mentioned by the office that there is some justification to take up the revision of the existing strength.

Note 4. The review of Bos, rationalization of their establishment and revision of allowance of GDS will be done at the time of review of the SO or HO, as the case may be. There is no need for inspecting officer to visit BO separately for this purpose.

Note 5. Interim review as necessitated due to revision of norms or on account of any significant variation of work load of Offices may be undertaken as and when found necessary.

541.

On receipt of the statistical returns the Head of the Circle will after satisfying himself that the figures are reliable, consider the question of retaining the staff of the office or section concerned.

Special statistics must be taken between the periodical reviews if an abnormal rise or fall in traffic makes such a course available.

POST OFFICE-SPECIAL RULES -ROAD ESTABLISHMENT**544.**

The road establishment of each mail line, i.e.the number of GDS Mail Carrier employed to carry the mails, will depend on the length of the line and the weight of

mails ordinarily to be conveyed. Wherever practicable, the same GDS Mail Carrier will carry mails in both directions over his stage.

545.

Before submitting to the Head of the Circle any proposal to increase the permanent strength of the road establishment of a mail line (except in cases where the length of the line is increased) the Supdt. must first satisfy himself/herself that the existing road establishment is not in consonance with the work required. He must ensure that this can be done only by revising the mail arrangements, diverting a portion of the mails to another line sending the letter and parcel mails in the same bag, reducing the sizes of the bags, reducing the number of bags by establishing sorting sub-offices, or any other practicable device.

546.

In all cases in which GDS Mail Carriers are employed solely for the benefit of a single office, they must be sanctioned as part of the establishment of that office.