No. 12/16/2026-P&PW (CPEN)/E-11922/3

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Pension & Pensioners' Welfare

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3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated: 29.10.2026

OFFICE MEMORANDUM

Subject: Measures to be taken by the Pensioners for seamless sanction/disbursement of family pension and payment of lifetime arrears (LTA) of pension - reg.

The undersigned is directed to say that a careful analysis of grievances filed on the CPENGRAMS portal has revealed substantial delays in the payment of family pension and lifetime arrears (LTA) of pension to the family members, which would have been avoided if the pensioners were aware of the instructions and processes.

2. Accordingly, pensioners are advised to carefully verify the particulars contained in the PPO, such as the names and dates of birth of family members. Any change in the composition of the family, the marital status of the pensioner or daughter(s), or the disability status of a child should be intimated to the concerned Pension Sanctioning Authority. Further, pensioners should ensure that a nomination for LTA of pension has been filed in common nomination Form A and any subsequent modification of the nomination is submitted to the concerned Pension Disbursing Authority including Banks.

3. In view of the foregoing observations, pensioners should follow the procedures discussed below to facilitate sanction and disbursement of family pension and payment of LTA of pension to their family members without delay.

A. Application for inclusion/co-authorisation of the name of an eligible permanently disabled child or children and dependent parents and disabled dependent sibling as family pensioners in the Pension Payment Order (PPO), subject to the conditions may be submitted by the pensioner or spouse in Form 8 to the Head of Office.

B. The marriage or remarriage of a pensioner, or the birth of a child after retirement, should be intimated to the Head of Office in Form 5.

C. Circumstances that render a family member eligible for family pension, such as the widowhood or divorce of a daughter or the disability of a child or sibling, should be intimated to the Head of Office during the lifetime of the pensioner, spouse or other family pensioner.

D. If the pensioner's portion of the PPO is lost, torn or worn out, the pensioner or family member should approach the concerned bank for issue of a duplicate PPO, in accordance with the procedure contained in paragraph 28 of the CPAO Scheme Booklet, 2026.

E. In case of mismatch between the name of family member in the PPO and supporting documents, the Pension Sanctioning Authority should be approached for requisite action as per the provisions of (i) DoPT O.M. No. 19016/1/87-Estt.(A) dated 12.03.1987; and (ii) DoPPW O.M. No. 11/15/2022-P&PW(H)-8363(I) dated 24.10.2024.

F. The issue of missing or incorrect date of birth of family member in the PPO is required to be dealt as per the provisions of (i) DoPPW O.M. No. F.No.1/19/11-P&PW(E) dated 03.08.2011; and (ii) DoPPW O.M. No. 1/23/2012-P&PW(E) dated 13.09.2012.

G. The nomination in Form A for payment of Life Time Arrears (LTAs) for fresh nomination, if not already done or for amendment of an existing nomination should be filed with the Pension Disbursing Authority.

4. This issues with the approval of the competent authority.

29/10/2026

(Sanjay Bharti)
Under Secretary to the Government of India

To,
All Ministries/Departments/Organisations
(As per standard list)