

User Manual for Minimum Pension

1. Introduction

As per the 7th CPC and 2nd PRC, the Minimum Pension (including Family Pension) to be fixed for CDA and IDA cases is Rs. 9000 and Rs. 3500 respectively. This logic has been implemented in SAMPANN at the following stages:

1. Form 18
2. Revise Form 18
3. Form 7
4. Revise Form 7
5. Type 5 Revision (due to pay change/court order)
6. Type 8 Revision (BSNI VRS Pay Revision)

The manual details the changes done in SAMPANN to this effect.

2. For Family Cases at Form – 18 and Revise Form 18

2.1 For CDA family pensioners

In Form-18/Revise Form 18, DH fills the emoluments and clicks on the submit button as shown in (Fig.01)

Pay Commission	Period From	Period To	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	Avg Emoluments
7	19/03/2021	18/04/2021	Level-4 (25500-81100)	10000		10000
					Total	10000

15.	1.	Emoluments reckoned for Death gratuity (DCRG) [Basic + CDA]		Rs. 11700 /- (Ref the Calculation sheet, DA = 17.00)
	2.	Amount of death gratuity Emoluments/2 x Qualifying Service (In completed six monthly period, not exceeding 66.) (11700 /2) x 56)		Rs. 327600 /- (Ref the Calculation sheet)
16.		Details of Govt. dues recoverable out of gratuity		
	i.	License fee for Govt. accommodation [see rules 80-C]		Nil
	ii.	Amount to be withheld indicated by Directorate of Estates [See rule 80-C (i)(ii)]		Nil
	iii.	Dues referred to in Rule 73		Nil
		Net amount payable as death gratuity		Rs. 327600 /-
17.		Details of the nominee(s) to whom death gratuity is payable		

Name	Share in death gratuity	Date of Birth	Relationship with deceased Govt.
Mrs. RADHA	100	09/09/1971	Wife

(Fig.01)

In CDA family cases, while calculating the Enhanced Family Pension and Ordinary Family Pension system checks, if any type of pension is less than the minimum amount applicable for CDA (currently it is Rs. 9000/-). System will update the amount with minimum amount applicable and if calculated pension amount is greater than the minimum amount than the actual calculated

amount will be shown over here. Also the 'Minimum Pension Applicable' text will be shown in front of the both fields where minimum pension is applicable as shown in (Fig.02).

18.	Details of guardian/nominee to who will receive payment of death gratuity in case of minor/mentally disabled children	Nil
19.	The date on which intimation regarding the death of Government servant was received by the Head of Office	19/04/2021
20.	The date on which action initiated to -	
i.	obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provide in rule 77 (1).	Nil
ii.	obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1).	Nil
iii.	assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2).	Nil
iv.	assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.	Nil
21.	Details of payment of Family Pension	

Rate of Family Pension admissible	Amount of Family Pension	Period for which it is payable	
		From	To
Enhanced Family Pension (Pay last drawn / 2) (Minimum Pension Applicable) [if service rendered at the time of death is more than seven years as in Rule 54(3)]. (10000 x 50%)	Rs. 9000 /-	19/04/2021	18/04/2031
Ordinary Family Pension : (Minimum Pension Applicable) Pay last drawn x 30% = (10000 x 30%)	Rs. 9000 /-	19/04/2031	Till death
Additional Family Pension, as per date, to old family pensioner, if any, under rule 54(2A)			

(Fig.02)

2.2 For IDA family pensioners

In Form-18/Revise Form 18, first DH fills the emoluments and clicks on the submit button as as shown in (Fig.03)

Emoluments during the month pending death :

Sl.No.	Pay Commission	Period From	Period To	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	(Basic+NPA) For Avg. Emoluments	+
1	2nd PRC	19/03/2021	18/04/2021	IDS-E1 (16400 - 40500)	6000		6000	Delete

Others :

The date on which action initiated to -

a. The date on which intimation regarding the death of Government servant was received by the Head of Office 18/04/2021

b. obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1).

c. assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2).

(Fig.03)

In IDA family cases, while calculating the Enhanced family pension and Ordinary Family Pension system checks if any type of pension is less than the minimum amount applicable for IDA (currently it is Rs.3500/-). System updates the amount with minimum amount applicable and

if calculated pension amount is greater than the minimum amount than the actual calculated amount will be shown over here. Also the ‘**Minimum Pension Applicable**’ text will be shown in front of the both fields where minimum pension is applicable as shown in (Fig.04).

18. Details of guardian/nominee to who will receive payment of death gratuity in case of minor/mentally disabled children Nil

19. The date on which intimation regarding the death of Government servant was received by the Head of Office 19/04/2021

20. The date on which action initiated to -

i. obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provide in rule 77 (1). Nil

ii. obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1). Nil

iii. assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2). Nil

iv. assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79. Nil

21. Details of payment of Family Pension

Rate of Family Pension admissible	Amount of Family Pension	Period for which it is payable	
		Form	To
Enhanced Family Pension (Pay last drawn / 2) (Minimum Pension Applicable) (if service rendered at the time of death is more than seven years as in Rule 54(3)). (6000 x 50%)	Rs. 3500 /-	19/04/2021	18/04/2031
Ordinary Family Pension : (Minimum Pension Applicable) Pay last drawn x 30% = (6000 x 30%)	Rs. 3500 /-	19/04/2031	Till death
Additional Family Pension, as pn date, to old family pensioner, if any, under rule 54(2A)			

22. Persons to whom family pension is payable -

(Fig.04)

3. For Normal Cases at Form – 7 and Revise Form 7

The Minimum Pension logic will be applicable (for both IDA and CDA) while calculating Pension, Ordinary Family Pension and Enhanced Family Pension at Form 7 and Revise Form 7 stages. The fields where this rule may be applicable would have the text ‘Minimum Pension Applicable’ (Fig 05).

Pay Commission	Period From	Period To	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	Avg Emoluments
2nd PRC	01/01/2020	30/09/2020	IDS-E2 (20600 - 46500)	6000		54000.00
2nd PRC	01/10/2020	31/10/2020	IDS-E2 (20600 - 46500)	3600		3600.00
					Total	57600.00

Is LPD Less Than AE Due To Penalty : No

Note : If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have been drawn under Government but for being on foreign service may be mentioned in items(a) and (b) above (Note 7 below Rule 33)

c. Average emoluments (Rule 34)	A E = Rs 5760.00 /- LPD = Rs. 3600 /-
d. Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)	Rs. 5760.00 /-
e. Emoluments reckoned for retirement gratuity/death gratuity (Rule 50) D A 161.00 %	(5760.00 + (5760.00 * 161.00) / 100) = Rs. 15034 /-
f. Pay reckoned for family pension (Rule 54)	Rs. 5760.00 /-
19. Amount of retirement gratuity/death gratuity (Rule 50) (Refer S. No.9 of Calculation Sheet)	((15034 / 4) x 66) = Rs. 248061 /-
20. Details of Govt. dues recoverable out of gratuity	
a. License fee for Govt. accommodation see sub-rules (2),(3) and (4) of rule 2)	Nil
b. Dues referred to in Rule 73	Nil
c. Amount indicated by Directorate of Estates to be withheld under subrule(5) of Rule 72	Nil

21.

a. Proposed pension/service gratuity (Rule 49)
(Minimum Pension Applicable) 50% of Rs. 5760.00 /- = Rs. 3500 /-

b. Proposed dearness relief on pension (as on the date of retirement) 161.00 %

22.

Rate of Family pension

a. Enhanced rate (Rule 54 (3) (Minimum Pension Applicable)) Rs. 3500 /-

b. Twice ordinary rate (5760.00 x 50 %) = Rs 3500 / -

c. Period for which family pension will be payable at enhanced rate

For 7 years from the date of death of pensioner or the date on which the pensioner attains the age of 67 yrs which ever earlier

d. Ordinary rate (Rule 54 (2) (Minimum Pension Applicable))

30% OF AE = Rs. 3500 /-

e. (5760.00 x 30 %) = 3500 / -

f. Date from which ordinary rate of family pension will be payable

After expiry of enhanced rate period.

23.

Commutation of pension :

a. Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)

YES

b. The percentage of pension commuted :

Rs. 40% of 3500 = 1400 /-

c. Amount of monthly pension commuted

Rs. 1400 /-

d. Commuted value of pension

Rs. 8.194 x 1400 x 12 = Rs. 137660 /-

e. Amount of residuary pension after deducting commuted portion

Rs. 3500 - 1400 = Rs. 2100 /-

PART - II

1.

Date of receipt of pension papers by the Accounts Officer from Head of Office

2.

Entitlements admitted

A. Length of qualifying service

35 YEARS 00 MONTHS 00 DAYS

B. Pension -

(i) Class of pension

Superannuation

(ii) Amount of monthly pension (Minimum Pension Applicable)

Rs. 3500 /-

(iii) Date of commencement

01/11/2020

C. Commutation of Pension -

(i) Portion of pension commuted, if any

Rs. 3500 x 40% = Rs. 1400 /-

(ii) Commuted value of portion of pension commuted, if any.

Rs. 8.194 x 1400 x 12 = Rs. 137660 /-

(iii) Residuary pension after commutation

Rs. 3500 - 1400 = Rs. 2100 /-

(iv) Date from which reduced pension is payable

(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live.

D. Retirement/Death Gratuity -

(i) Total amount of gratuity

Rs. 248061 /-

(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond

Nil

D. Retirement/Death Gratuity -		
(i)	Total amount of gratuity	Rs. 248061 /-
(ii)	Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4).	Nil
(iii)	Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72(5))	Nil
(iv)	Amount to be adjusted towards Government dues other than those pertaining to Government Accommodation (Rule 73)	Nil
(v)	Net amount to be released immediately	Rs. 248061 /-
E. Family Pension -		
(i)	At enhanced rate (Minimum Pension Applicable)	Rs. 3500 /-
(ii)	Period for which Family Pension at enhanced rate is Payable.	From the date following the date of death, for a period of 7 years, or for the period up to 67 years i.e. 01/11/2027, whichever is earlier
(iii)	At normal rate (Minimum Pension Applicable)	Rs. 3500 /-
3.	Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited.	-

Save Calculation & Submit

(Fig.05)

4. For Type – 5 Revision (Revision on account of pay revision/Court order)

The Minimum Pension logic will be applicable (for both IDA and CDA) while calculating Pension, Ordinary Family Pension and Enhanced Family Pension at Type 5 Revision. The fields where this rule may be applicable would have the text ‘Minimum Pension Applicable’ (Fig 06).

Revision on account of pay revision/Court order		
1.	Name	Mr. SANDEEP G KUMAR
2.	Designation	AC Mechanic
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	18000-56900
4.	Date of Birth	24/Feb/1960
5.	Date of entry in the Government service	06/Feb/1965
6.	Date of Retirement	29/Feb/2020
7.	Type of Retirement	Superannuation
8.	Pay Commission	7th Pay Commission
9.	(1) AE	Rs. 18000.00
	(2) Revised AE	Rs. 18000.00
	(3) Last pay Drawn	Rs. 18000.00
	(4) Revised Last pay Drawn	Rs. 18000.00
	Is LPD Less Than AE Due To Penalty :	Select
	(5) Net Qualifying Services	30 YEAR 10 MONTH 10 DAY
10.	(1) Bank Account Details	34576588888
	(2) IFSC CODE	SBIN0001183
	(3) Branch Name	BOMBAY-SANTACRUZ WEST
11.	(1) Commuted Value Pension	353981.00
	(2) Old Commuted Value Pension	353981.00
	(3) Commuted Value Pension to be Paid	0.00
	(4) Revised DCRG	290160.00
	(5) Old DCRG	347490.00
	(6) Revised DCRG To be Paid	-57330.00
	(7) Revised Enhanced Family Pension (Minimum Pension Applicable)	9000.00
	(8) Revised Normal Family Pension (Minimum Pension Applicable)	9000.00

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(Fig.06)

5. For Type – 8 Revision (Pay related revision for BSNL VRS cases)

The Minimum Pension logic will be applicable (for both IDA and CDA) while calculating Pension, Ordinary Family Pension and Enhanced Family Pension at Type 8 Revision. The fields where this rule may be applicable would have the text ‘Minimum Pension Applicable’ (Fig 07).

Pay related revision for BSNL VRS		
1.	Name	Mr. SOM PRABHU BR
2.	Designation	AAO
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	32900 - 58000
4.	Date of Birth	15/Jan/1962
5.	Date of entry in the Government service	15/Mar/1988
6.	Date of Retirement	31/Jan/2020
7.	Type of Retirement	BSNL Voluntary Retirement Scheme 2019
8.	Pay Commission	2nd PRC
9.	(1) AE	Rs. 26000.00
	(2) Revised AE	Rs. 6000.00
	(3) Last pay Drawn	Rs. 26000.00
	(4) Revised Last pay Drawn	Rs. 6000.00
	Is LPD Less Than AE Due To Penalty :	Select
(5)	Net Qualifying Services	30 YEAR 10 MONTH 10 DAY
10.	Revised Pay Scale	14900 - 27650
11.	(1) Bank Account Details	25858777858
	(2) IFSC CODE	SBIN0001183
	(3) Branch Name	BOMBAY-SANTACRUZ WEST
11.	(1) Commuted Value Pension	0.00
	(2) Old Commuted Value Pension	0.00
	(3) Commuted Value Pension to be Paid	NA (Cut-off date not reached)
	(4) Revised DCRG	239289.00
	(5) Old DCRG	1036919.00
	(6) Revised DCRG To be Paid	NA (Cut-off date not reached)
	(7) Revised Enhanced Family Pension (Minimum Pension Applicable)	3500.00
	(8) Revised Normal Family Pension (Minimum Pension Applicable)	3500.00
	(9) Current Interest on Revised deferred gratuity	NA (Cut-off date not reached)
	(10) Previous Interest on deferred gratuity	NA (Cut-off date not reached)
	(11) Interest on Revised deferred gratuity payable	NA (Cut-off date not reached)
	(12) Net Amount of Gratuity to be Paid Inclusive of Interest	NA (Cut-off date not reached)

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(Fig.07)