

**No.3/4/2014-3FPPC/296**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF FINANCE**  
**(FINANCE PENSION POLICY AND COORDINATION BRANCH)**

Dated Chandigarh, the 13<sup>th</sup> October, 2010

To

All Heads of Departments,  
Commissioners of Divisions,  
Registrar, Punjab and Haryana High Court,  
District and Session Judges and  
All Deputy Commissioners in the State.

**Subject:-** Grant of Old Age Allowance to the Pensioners/family pensioners — requirements of documents as proof of date of birth

Sir/Madam,

I am directed to invite a reference to the Punjab Govt. letter No 3/23/09-3FPPC/885 dated 17-8-2009 and No. 3/23/09-3FPPC/1402 dated 22-11-2011 on the subject cited above and to say that it has come to the notice of the Government that certain difficulties are being faced by certain pensioners/family pensioners for claiming additional quantum of pension/ family pension on completion of the age of 80 years and above because their date of birth has not been recorded in the Pension Payment Order.

2. After careful consideration, it has been decided that in such cases the following procedure shall be adopted to settle the claims of additional quantum of pension/family pension:

(a) If the date of birth is not recorded in the PPO or in the office record the Pension Disbursing Authority/Bank will send an intimation to the pensioner/ family pensioner about the non-availability of the information regarding date of birth and request him to submit copy of any of the following documents duly attested by the Pension Disbursing Authority:

1. Pan Card
2. Matriculation certificate
3. Passport
4. Aadhaar card (if it contains date of birth)

(b) If the pensioner/ family pensioner submits a document which contains the information regarding exact date of birth, the additional pension/family pension will be payable on the basis of such document.

(c) In case the pensioner/ family pensioner is unable to submit any of the documents mentioned above the existing procedure as laid down in Punjab Government letter No. 1/84/90-1FPIII/4391 dated 2<sup>nd</sup> June, 1992 shall continue to be followed.

3. The other terms and conditions regarding grant of old age allowance shall remain unchanged.

Yours faithfully,

(USHA SEHGAL)  
Joint Secretary Finance