No. 12/16/2026-P&PW (CPEN)/E-11922/2

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: Prescribed Forms/Formats relevant for pensioners and family pensioners and their online availability - reg.

The undersigned is directed to say that the Central Civil Services (Pension) Rules, 2021 and other applicable rules prescribe separate Forms/Formats for various purposes including claiming pensionary benefits, furnishing information, submitting nominations and giving undertakings. An examination of grievances registered on the Centralised Pension Grievance Redress and Monitoring System (CPENGRAMS) has highlighted the need to create awareness among pensioners and family pensioners about these Forms/Formats.

2. The important forms/formats are discussed below:

A. Form 5 is prescribed for intimating the marriage or remarriage of a pensioner, or the birth of a child after retirement, to the Head of Office. It would facilitate the payment of family pension to them after the death of the pensioner.

B. Form 8 is used by a pensioner or spouse to include/co-authorise the names of an eligible permanently disabled child or children and dependent parents and disabled dependent sibling as family pensioners in the Pension Payment Order (PPO) if, apart from spouse, there is no other member of the family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings. The application is to be submitted to the Head of Office, subject to the prescribed conditions. It would assist in timely payment to them as and when they become eligible for family pension.

C. Form 10 is submitted to the Head of Office for sanction of family pension to the family members who have not already been co-authorised/included as family pensioners in the PPO.

D. Form 12 is to be submitted to the Pension Disbursing Authority, including bank, for commencement of family pension in favour of a spouse or other eligible family members already co-authorised/included in the PPO as family pensioners.

E. Form A is the common nomination form for payment of Life Time Arrears (LTA) of pension and Commutation of Pension. It is to be submitted to the Pension Disbursing Authority for a fresh nomination, if not already made, or for modification of an existing nomination.

F. Format 9 is the undertaking to refund or make good any amount to which a pensioner or a family pensioner is not entitled or any amount which may be credited to his/her account in excess of the amount to which he/she is or would be entitled. It is to be submitted to the PDA, either directly or through the Pension Sanctioning Authority.

3. All the relevant forms/formats, including the above, may be downloaded from the Pensioners' Portal (https://pensionersportal.gov.in) by selecting 'Circulars/Forms' tab followed by clicking the relevant category of the forms as shown such as 'Application/Claim Forms', 'Nomination Forms', 'Declaration Forms' etc.

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)