

DELHI DEVELOPMENT AUTHORITY

[FINANCE & EXPENDITURE]

F&E CIRCULAR NO. 03/2014

104/PK  
10-3-15

The undersigned has been directed to convey that following Office Memorandum issued by the dept. of Pension & Pensioner's Welfare Ministry of Personnel, P.G. & Pensions/Central Pension Accounting Office, Department of Expenditure, Ministry of Finance, Government of India (copy enclosed) would also be applicable in DDA in the same manner:-

S.No	O.M. No. & Date	Subject Matter
1.	O.M. No.7/3/2013-P&PW (F) dated 02.12.2014	Payment of Death Gratuity to a minor - regarding
2.	O.M. No.CPAO/Tech./Life Certificate/2014-15/670-711	Submission of Life Certificate in the month of November every year.

This issues with the approval of Vice Chairman, DDA.

Encl: As above.

  
[D.S. Negi] 24.2.15

Sr. Accounts Officer[F&E]

No: FE.98(02)/2008-09/SCPC/DDA/Pt./ 89

Dated: 25.2.15

Copy to:-

1. O.S.D. to Vice -Chairman, DDA for information of the latter;
2. P.S. to F.M./E.M. for information of the latter;
3. All Pr. Commissioners/C.V.O./C.L.A./C.A.O., DDA;
4. Commissioners (Personnel)/Commissioner-Cum-Secretary;
5. All Chief Engineers/Chief Architect, DDA;
6. F.A.(Housing)/Director(Finance)/Medical & Pension/Audit;
7. Dy. Secretary(Hindi), DDA;
8. Dy. C.A.O.(HQ)-I,II & III/all Zonal Dy. CAOs;
9. All DDOs of DDA;
10. Press Manager, DDA to prepare 250 copies of the circular alongwith its enclosures.
11. Notice Board;
12. Guard File.

  
24.2.15  
Sr. Accounts Officer[F&E]

D.D.A.

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No.7/3/2013-P&PW (F)  
Ministry of Personnel, PG & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market,  
New Delhi-110003  
Dated the, 2, December, 2014.

OFFICE MEMORANDUM

Subject: Payment of Death Gratuity to a minor – regarding

In accordance with the existing instructions, the payment of a portion of death gratuity could be made to the guardian, in the absence of a natural guardian, without production of a guardianship certificate. As per the existing orders, an amount of Rs.10,000/- (or the first Rs.10,000/- where amount exceeds Rs.10,000/-) in favour of a minor could be made to his/her guardian, in the absence of a natural guardian, without production of a formal guardianship certificate but subject to production of an indemnity bond.

2. The above issue has been examined and in modification of the above orders, it has been decided that the payment of death gratuity in respect of a minor to the extent of 20% or Rs.1.50 lakh, whichever is less may be paid to his/her guardian, in the absence of natural guardian, without the production of a formal guardianship certificate but subject to the production of an indemnity bond with suitable sureties. The balance in excess of 20% or Rs.1.50 lakhs, as the case may be, would become payable on the production of a certificate of guardianship.

3. It is essential however, that there should be adequate prima facie grounds for making payment as in paragraph 2 above, to the person claiming it. Such ground can exist only if he is shown by a declaration to be a *de facto* guardian and his bona fides have been ascertained. Even if a guardian has not yet been appointed by the Court, if the minor and his property are in the custody of some person, such person is in law a *de facto* guardian. The authorities making the payment, should, therefore, require the person who comes forward to claim payment on behalf of the minor, to satisfy themselves by a form that he is in charge of the property of the minor and is looking after it or that, if the minor has no property other than the gratuity, the minor is in his custody and care. The form so to be produced is in addition to the indemnity bond with suitable sureties.

4. The indemnity bond which is required to be produced by a de-facto guardian of minor(s) for payment of retirement/death gratuity to the extent of Rs.1.50 lakh or 20% whichever is less should be executed in the form appended below.

5. It has been decided that the stamp duty payable on the indemnity bond will be borne by the Government. The indemnity bond, should, therefore, be executed on any durable plain paper.

6. The indemnity bond should be signed by the obligor and the surety/sureties or their respective attorneys appointed by power(s) of attorney. The indemnity bond on behalf of the President should be accepted by an officer duly authorized under Article 229(1) of the Constitution.

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7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

8. This issues is with the concurrence of Department of Expenditure vide their ID note No. 359/EV/2014 dated 04.07.2014.

9. Hindi version will follow.



(Tripti P Ghosh)  
Director  
Tel.No.24624802

To,

1. All Ministries/Departments of the Government of India.
2. President Secretariat
3. UPSC
4. Office of C&AG, DDU Marg, New Delhi.

**INDEMNITY BOND**

KNOW ALL MEN by these presents that we (a).....  
(b).....the widow/son/brother, etc., of (c).....deceased, resident of  
.....of ..... (hereinafter called "the Obligor") and (d) .....  
son/wife/daughter of ..... resident of .....and.....son/wife/daughter  
of..... Resident of ..... the sureties for and on behalf of the Obligor  
(hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "  
the Government" ) in the sum of Rs..... (Rupees.....only) well and truly to  
be paid to the Government on demand and without a demur for which payment we bind ourselves  
and our respective heirs, executors, administrators, legal representatives, successors and assigns by  
these presents.

Signed this .....day of .....two thousand and  
.....

WHEREAS (c).....was at the time of his death in the employment of the  
Government/receiving a pension at the rate of Rs.....(Rupees.....only) per  
month from the Government.

AND WHEREAS the said (c).....died on the .....day of ..... 20..... and  
there was due to him at the time of his death the sum of Rs.....(Rupees  
..... only) for and towards share of his minor son/daughter in the death/retirement  
gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as de facto guardian of the  
minor son/daughter of the said (c).....but has not obtained till the date of these presents  
the certificate of guardianship from any competent Court of Law in respect of the said minor(s).

AND WHEREAS the Obligor has satisfied the (e).....that he/she is entitled to the  
aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to  
produce the certificate of guardianship from the competent Court of Law before payment to him of  
the said sum of Rs.....

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor  
but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with  
one surety/two sureties to indemnify the Government against all claims to the amount so due as  
aforesaid to the said (c).....before the said sum can be paid to the Obligor.

AND WHEREAS the Obligor and at his/her request the surety/sureties have agreed to execute the  
bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made to the  
Obligor, the Obligor and/or the surety/sureties shall in the event of a claim being made by any other  
person against the Government with respect to the aforesaid sum of Rs. refund to the Government  
the said sum of Rs.....and shall otherwise indemnify and keep the Government  
harmless and indemnified against and from all liabilities in respect of the aforesaid sum and all costs  
incurred in consequence of the claim thereto THEN the above written bond or obligation shall be  
void and of no effect but otherwise it shall remain in full force, effect and virtue.

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AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the abovenamed 'Obligor' in the presence of

1.	.....
2.	.....

Signed by the abovenamed 'Surety/Sureties'

1.	.....
2.	.....

Accepted for and on behalf of the President of India by

.....  
[Name and designation of the Officer directed or authorised, in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the President] in the presence of

.....  
(Name and designation of witness)

NOTE 1. -	(a)	Full name of the claimant referred to as the 'Obligor'.
	(b)	State relationship of the Obligor to the deceased.
	(c)	Name of the deceased Government Officer.
	(d)	Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.
	(e)	Designation of the officer responsible for payment.
NOTE II. -	The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.	

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(2)

**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Central Pension Accounting Office**  
**Trikoot-II, Bhikaji Cama Place**  
**New Delhi - 110 066**

CPAO/Tech/Life Certificate/2014-15/670-7//

31.10.2014

**OFFICE MEMORANDUM**

**Sub: Submission of Life Certificate in the month of November, 2014**

Attention is invited to this Office OM No. CPAO/Tech/Pre-2006/Revision/2011-12/191 dated 23rd October, 2012 circulating therewith a copy of CPAO's advertisement in English released in the leading national and regional dailies on 21st October, 2012 regarding obtaining of life certificate in the revised format by the authorized banks from the Central Civil pensioner/family pensioner in November every year.

It was also advised that the information on the current address and telephone number collected from the Life Certificates is to be updated on the banks master data with the CPPC and the updated master data is required to be sent to CPAO not later than the last week of December every year.

Since the pensioners/family pensioners would start approaching the banks for life certificate from 1st of November, it is reiterated that all Pension Account Holding Branches must be sensitized to ensure the receipt of Life Certificate in the revised format (copy enclosed).

The updated master data must reach CPAO not later than the last week of December, 2014. The modified format of Life Certificate is also available on CPAO's website [www.cpaonnic.in](http://www.cpaonnic.in) at the link "Forms→For Pensioners" appearing on the left pane of Home Page.

  
(Vijay Singh)  
Sr. Accounts Officer (Tech)

To,  
Heads of all the CPPCs of  
Authorized Banks (As per List)

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**ANNEXURE-XVII**  
**(See para 15.1 page 11 of**  
**CPAO's Scheme Booklet)**

**Part-A (Every year)**  
**LIFE CERTIFICATE**  
(To be submitted by Pensioner once a year in November)

Certified that I have seen the pensioner Shri/Smt./Ms. \_\_\_\_\_  
holder of Pension Payment Order No. \_\_\_\_\_ and that he/she is alive on this date.  
(Name of Pensioner)

1. Present address of the pension/family pensioner.
2. Telephone/Mobile number.

Name  
Place:  
Date:

Designation of Authorised Officer  
Seal