

	 कार्यालयरक्षालेखाप्रधाननियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007 Tel:080-29710474/475-Extn.202/311 Fax:080-29710132/133 E mail:pcdablrnpay3.dad@nic.in	
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No. AN/Pay/III/General Corrs

Dt: .06.2020

To

All sections in Main Office
 All sub offices under PCDA, Bangalore

//Through website only//

Sub: Submission/revision of family particulars and nomination forms

Competent authority has directed to ensure 100% submission of family particulars and nomination forms by all the DAD officers/staff, on entering government service and subsequent changes, if any, consequent on acquiring family or deletion of a family member etc.

The following are the various nomination forms to be submitted to the Head of the Office for acceptance and for service book record:

GPF Subscribers	NPS subscribers
Family Particulars – Form 3	Family Particulars – Form 3
Nomination for DCRG	Nomination for DCRG
Nomination for CGEGIS	Nomination for CGEGIS
Nomination for Leave Encashment	Nomination for Leave Encashment
Nomination for Pension	
Nomination for GPF	Nomination for NPS (to be submitted to NSDL while obtaining initial PRAN)

In this connection, it is further intimated that, few instances have come to the notice of this office that the government employees are furnishing details of family members in form 3, **who are not dependent family members**. Further, it is also noticed that consequent to acquiring family, birth of children, death of a dependent family member, after cessation of dependency of a family member etc., revised family particulars are required to be submitted in Form 3(for both addition & deletion of a family member) with supporting documents viz., marriage certificate, birth/death certificate etc.) for acceptance by the competent authority and to keep in service records for future reference.

It is also noticed that consequent to acquiring family/death of a family member/deletion of a family member from the family particulars after cessation of dependency etc., nominations made earlier are not revised, wherever necessary, leading to complications in finalizing the dues to the family of a deceased govt. servant.

In view of the above, attention is invited to the provisions of CCS(Pension) Rules & GPF Rules relating to particulars of family and nominations, which are annexed to this letter.