

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT,  
1<sup>st</sup> Floor, MAHARANA PRATAP ISBT BUILDING,  
KASHMERE GATE, NEW DELHI-110006  
(Administration Branch)

F. NO. 16(41)/WCD/MISC. MATTER/2023/P.F-II/ 5729-30

DATED:

20 JUN 2025

TO,

All Branch- In-Charges (HQ)/ District Offices/ Homes/ Institutions/JJBs,  
Department of Women & Child Development,  
Government of NCT of Delhi.

For forwarding of letter dated 10.06.2025 issued by Dy. Secretary, Services- reg.

Sir/Madam,

I am directed to forward a letter no. 8/3/2023/S.I/2066-2069 dated 10.06.2025 received from Dy. Secretary (Services) regarding Grant of Option to avail benefits under Old Pension Scheme to All India Service officers covered under the National Pension System in the event of death during service or discharge from service on account of invalidation or disablement. The contents of which are self explanatory (copy enclosed) for strictly compliance.

Encl.: As above



Section Officer (Admin.)

F. NO. 16(41)/WCD/MISC. MATTER/2023/P.F-II/ 5729-30

DATED:

20 JUN 2025

Copy to:-

1. The Deputy Director (IT Branch), DWCD, to upload the letter (copy enclosed) on the website of the department.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT: SERVICES-I BRANCH  
DELHI SECRETARIAT: 5TH LEVEL: B-WING  
I.P. ESTATE: NEW DELHI  
"http://services.delhigovt.nic.in"  
Tel:011 - 23392038

F. No. 8/3/2023/S.I/2066-2069

Dated 10/06/2025

To,

- i. All Additional Chief Secretaries/Principal Secretaries/ Secretaries /Head of Departments/Local Bodies/Public Undertaking, GNCT of Delhi.
- ii. Additional Chief Secretary (Finance), Finance Department, Govt. of NCT of Delhi.
- iii. Pay & Accounts Office -VI, Tis Hazari, Delhi.

**Sub: Grant of Option to avail benefits under Old Pension Scheme to All India Service officers covered under the National Pension System in the event of death during service or discharge from service on account of invalidation or disablement.**

Sir,

I am directed to enclose herewith the copy of the letter No. 25014/01/2024-AIS-II (Pension) dated 09.05.2025 of Department of Personnel & Training, Govt. of India alongwith its enclosures, on the subject cited above, vide which it has been requested that the provisions regarding the option to be exercised may be brought to the notice of members of All India Services covered under NPS.

Accordingly, it is requested that the contents of the aforesaid DoPT letter dated 09.05.2025 may be brought to the notice of all AIS Officers working under your administration control.

Yours faithfully,

Encl: As above.

(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

F. No. 8/3/2023/S.I/2066-2069  
Copy to the:

Dated 10/06/2025

Section Officer (Coordination), Services Department with the request to upload the letter No. 25014/01/2024-AIS-II (Pension) dated 09.05.2025 along with its enclosures on the website of Services Department and all the departments are requested to download the enclosures from the website of Services Department.

(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

H. Schin

3. You are requested that the above provisions regarding the option to be exercised may be brought to the notice of members of All India Services covered under NPS. The detailed procedure is enclosed as Annexure.

Enclosed: (1)

Yours faithfully,



(Bhupinder Pal Singh)

Under Secretary to Government of India

Tel.: 2309 4714

Copy to:

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi
2. The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, New Delhi
3. All Ministries/Department of Government of India
4. Chief Controller (Pension), Central Pension Accounting Office, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi-110066
5. Accountants General of All State Government

## ANNEXURE

Option to avail benefits under old pension scheme to All India Service officers covered under the National Pension System in the event of death during service or discharge from service on account of invalidation or disablement.

- (1) Every member of service covered under the National Pension System shall, at the time of joining service, exercise an option in Form 1 for availing benefits under the National Pension System or under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, in the event of his death or boarding out on account of disablement or retirement on invalidation. The members of service, who are already in Government service and are covered by the National Pension System, shall also exercise such option as soon as possible after the issuance of these instructions.
- (2) The option shall be exercised to the Head of Office or any other designated authority for the aforesaid purpose who will accept the same after verifying all the facts submitted therein and place it in the service book.
- (3) A copy of the option shall be forwarded by the Head of Office or any other designated authority for the purpose to the Central Recordkeeping Agency through the Accounts Officer or the designated authority for the purpose and the Pay and Accounts Officer or State Nodal Officer for their record. The Pay and Accounts Officer or State Nodal Officer shall also make suitable entry in the online system indicating the details regarding the option exercised by the member of service.
- (4) (a) (i) Every member of service shall, along with the option in Form 1, also submit details of family in Form 2 to the Head of Office or any other designated authority for the aforesaid purpose;  
(ii) if the member of service has no family, he shall furnish the details in Form 2 as soon as he acquires a family.  
(b) The member of service shall communicate to the Head of Office or any other designated authority for the purpose any subsequent change in the size of his family, including the fact of marriage of his child;  
(c) (i) As and when a disability referred to in the proviso to sub-rule (7) rule 22 of the All India services (Death-cum-Retirement Benefits) Rules, 1958 manifests itself in a child which makes him unable to earn his living, the fact shall be brought to the notice of the Head of Office or any other designated authority for the purpose, duly supported by a Medical Certificate from a Medical Officer, not below the rank of a Civil Surgeon. This

may be indicated in by the Head of Office or any other designated authority for the purpose.

(ii) As and when the claim for family pension arises, the legal guardian of the child may make an application, supported by a fresh medical certificate from a Medical Officer, not below the rank of Civil Surgeon, that the child still suffers from the disability.

(d) (i) The Head of Office or any other designated authority for the purpose shall, on receipt of the Form 2, acknowledge receipt of the Form 2 and all further communications received from the member of service in this behalf, countersign it indicating the date of receipt and get it pasted on the service book of the member of service concerned;

(ii) The Head of Office or any other designated authority for the purpose on receipt of communication from the member of service regarding any change in the size of family shall incorporate such a change in Form 2.

(5) (i) The option exercised under paragraph (1) may be revised any number of times by the subscriber before his retirement by making a fresh option intimating his revised option to the Head of Office or any other designated authority for the purpose and on receipt of the revised option, the Head of Office or any other designated authority for the purpose and the Pay and Accounts Officer shall take further action as mentioned in paragraph (2);

(ii) A subscriber who is discharged on invalidation or disability shall be given an opportunity to submit a fresh option at the time of such discharge;

(iii) Where such subscriber does not exercise a fresh option or is not in a position to exercise fresh option at the time of discharge, the option already exercised by the subscriber shall become operative;

(iv) Where no option was exercised by the subscriber and the subscriber is not in a position to exercise an option at the time of discharge, his case will be regulated in accordance with paragraph (7).

(6) In the case of death of a subscriber while in service, the last option exercised by the deceased subscriber before his death shall be treated as final and the family shall have no right to revise the option.

(7) (i) Where a subscriber who did not exercise an option under paragraph (1) dies before completion of service of fifteen years or within three years of the issuance of these instructions, his family will be granted family pension in accordance with the provisions of the All India services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, as the case may be, as default option;

(ii) Where a subscriber is discharged from Government service on invalidation or disability before completion of service of fifteen years or within three years of the issuance of these instructions without exercising an option under paragraph (1), and is also not in a position to exercise an option at the time of discharge, he will be granted invalid pension or disability pension in accordance with the provisions of the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, as the case may be, as default option;

(iii) In all other cases, where no option was exercised by the subscriber, the claim of the subscriber, on discharge from the service and that of the family on death of the subscriber, shall be regulated in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015, as default option.

(8) In cases where the option exercised by the deceased subscriber in accordance with paragraph (1) or the default option in accordance with paragraph (7) for benefit under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, becomes infructuous on account of non-availability of an eligible member of the family for grant of family pension under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, such option would be deemed to have become invalid and the benefits admissible under the National Pension System shall be granted to the legal heir(s) of the employee in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.

(9) A copy of Form 1 and Form 2 is enclosed.

Form 1

Option to Avail Benefits in case of death or discharge on invalidation or disability of member of service or subscriber during service

\* I, \_\_\_\_\_, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits under All India Services (Death-cum-Retirement Benefits) Rules, 1958 or Central Civil Services (Extraordinary Pension) Rules, as the case may be, may be paid to me or my family.

OR

\* I, \_\_\_\_\_, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits may be paid to me or my family, as the case may be, based on the accumulated pension corpus in the individual pension account under the National Pension System.

Signature of Member of service /subscriber

Name \_\_\_\_\_

Designation \_\_\_\_\_

Service and Cadre \_\_\_\_\_

Office in which employed \_\_\_\_\_

Telephone \_\_\_\_\_

Place and date: \_\_\_\_\_

This option supersedes any other option made by me earlier.

\* Completely strike out the benefits for which option is not intended to be made.

(To be filled in by the Head of Office or authorised Gazetted Officer)

Received the option dated \_\_\_\_\_, made under Department of Personnel & Training letter No.25014/01/2024-AIS-II(Pension) dated \_\_\_\_03.2025, by Shri/Smt./Kumari

\_\_\_\_\_, Designation \_\_\_\_\_

Office \_\_\_\_\_

## FORM 2

### Details of Family

#### Important

- (1) The original Form submitted by the member of service or subscriber is to be retained. All additions or alterations are to be communicated by the member of Service or retired member of service or subscriber along with the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office or District Treasury Officer or Treasury Officer or any other designated authority for the purpose in Column (7). No new Form will substitute the original Form. However, the retiring subscriber should submit the details of family afresh at the time of retirement.
- (2) The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.
- (3) The Head of Office or District Treasury Officer or Treasury Officer or any other designated authority for the purpose shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.
- (4) Wife and husband shall include judicially separated wife and husband.
- (5) The retired member of service shall attach the details of change in family structure after retirement in the proforma prescribed under Dept. of P.& P.W., O.M No. 1 (23)-P.&P. W/91-E, dated the 4<sup>th</sup> November, 1992.
- (6) Copies of birth certificates to be attached. Copies of any other relevant certificates, if available, should be attached.

Name of the member of service or subscriber		Designation, service and cadre		Nationality	
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#### Details of family members:

S.N.	Name (Please see notes below before filling)	Date of birth in DD/MM/YYYY format	Aadhaar No.* (optional)	Relationship with Government servant or retired member of	Marital status	Remarks	Dated signature of Head of Office or Designated Authority

				member of service or subscriber			Authority for the Purpose
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

I hereby undertake to keep the above particulars up to date by notifying to the Head of Office any addition or alteration.

E-mail (Optional):  Place:

Mobile:  Date:

Signature

*\*Providing Aadhaar No. is optional. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI, for pension related purpose only, is presumed.*