

By Hand/
Reqd/Speed Post

To

_____ (Designation of Head of Office &
Office Address from where Retd)

Subject : Revision of Pension/ Family Pension of **Pre-2016 Pensioners/Family Pensioners** on
the basis of Pay Matrix prescribed by 7th CPC

Ref. : Deptt of Pension & Pensioners' Welfare OM No. 38/37/2016-P&P'W(A) dt 12.5.2017
Ministry of Finance (Deptt of Expenditure) OM No.1/13/EV/2017 dt 23 May 2017

Sir/Madam,

I am a Central Government Pensioner. I/my spouse retired from the above mentioned Central Government Department/Office. I hereby request you to revise my pension/family Pension in terms of the Govt of India orders referred to above. My particulars are given below :

1.	Name of the Retd/ deceased Govt Servant	
2.	Designation at the time of retirement/death	
3.	Date of Birth	
4.	Date of Retirement/Death	
5.	PPO No. (Photocopy enclosed)	
6.	Bank Account details	Name of Bank : _____ Bank A/c No.: _____ Bank IFSC Code: _____
7.	Residential address	_____ _____ _____ Pin Code _____
8.	Contact details	Landline (with STD Code) : _____ Mobile : _____ Email ID : _____

Yours sincerely,

Date : _____

(Signatures) _____
(Name of the Pensioner/Applicant) _____