

Matter related to settlement of Spouse Pension

Letter no CMPFO-16022/4/2024-FIN-ACC comp 3369)/ 14 dated 22.04.2025 issued by CMPFO on CMPF Pension —SOP along with Annexures may be referred. Problem regarding delay in settlement of spouse pension was brought to the notice of the Chairman, CIL in three meetings with CILREWA, held during March & April' 2025. Information regarding SOP for settlement of spouse pension was received by us before the issuance of the above referred letter dated 22.04.2025 but we were trying to assess the factual position of spouse pension settlement. CILREWA was also trying to involve itself in such cases for having some practical experience before passing on the information to members. Now, CILREWA opines that Form K and 'Undertaking by the pensioners' would be essential ANNEXURES along with others of the application for claiming spouse pension.

Three such cases had been settled recently and it was observed that time lag for settlement between the date of final submission of documents to SBI and the receipt of pension by the spouse is about 40-45 days. These were the cases where pension payment branch is SBI. CILREWA has also been trying to hold a meeting with CMPF Commissioner to have certain clarifications regarding SOP, particularly where the disbursing banks were other than SBI.

In this connection a 'Ready Reckoner' compiled by CILREWA in respect of facilitating requisite documentation of the Spouse Pension is given below along with the letter of CMPFO which contains Form-K and Format for 'Undertaking by the pensioners' for Members.

Initiatives need to be taken for smooth and regular inflow of Pension/Spouse Pension

Point-wise Ready Reckoner of the Public Notice NO. CMPFO-14.OO.O/44/2024- ESTT/50, dated 15.04.2025 published in Newspapers on 17.04.2025

Points below are envisaged to have all the important supportive documents of the pension related issue in a structured manner at the individual level at one place. Many of the points though already known to many, are mentioned here at the cost of appearing obvious.

The above-mentioned public notification is basically applicable to those cases where revised PPOs have already been issued. The above public notice was followed by a SOP circulated by CMPFO by a letter dated 22.4.2025 and a circular by SBI to their Branches. These developments have made initiation of Spouse Pension much easier.

1. Open a Pension file, mark it with high visibility preferably using multi colour sketch pens. Keep the File in a place having a common access and known to everybody in the family.
2. Keep copies of both PPO and Revised PPO in the file.
3. Keep a hard copy of the Press Release of Commissioner, CMPFO dated 15.04.2025 published in Newspaper on 17.04.2025, posted earlier, in the file for presenting the same as ready reference for the pension disbursing bank as well as nearest SBI Branch, in case these two are different. This notification was issued by Commissioner, CMPFO and Mailing address and e-mail id of the office are also available for initiating communication with his office, if needed.
 - a Annual Submission of Life Certificate in the month of November may be submitted in any Branch of SBI. They in turn would send the same to SBI, Dhanbad Main Branch through mail ids ■ cmpf.pension@sbi.co.in ■ Sbi.00066@sbi.co.in
 - b Digital life certificate (DLC): Members residing in Kolkata or happen to be in Kolkata in November may avail comprehensive service in DLC Camps organized by CILREWA in different areas of Kolkata and Suburbs both for Pension and for Medical Assistance (CPRMSE).
 - c Those who intend to submit DLC themselves need to note the following:
 - Type of Pension — Other
 - Organization Type -- Central Govt Autonomous/Statutory Organization

- Sanctioning Authority, Disbursing Agency--
Coal Mines Provident Fund Organization

d In case of pension amount being in taxable bracket, LCS are processed at CPPC, Patna. A few of us have faced temporary stoppage of their pension in the beginning of the current Fiscal in this confusion. CILREWA is contemplating taking up this issue amongst others with CMPFO and SBI Dhanbad as to ascertain what would be the cut off pension amount that would be dealt at Patna to avoid any hindrance in continuity of pension disbursement.

4. How to apply for Family/Spouse Pension:

- I. Keep a hard copy of the Standard Operating Procedure (SOP), issued by CMPFO to Regional Commissioners through a Circular dated 22.04.2025 for future reference, as attached. If the revised PPO is issued with details of the spouse/family pension recipient, then SBI, Dhanbad Branch will directly settle Family/Spouse Pension.
- II. Wherever, revised PPO is not yet issued, respective Regional Office of CMPFO shall process the application, and issue Pension Payment Order to SBI [Earlier procedure will continue].
- III. On the demise of the Pensioner, Pension Paying Bank (if the Bank is other than SBI, then to the nearest SBI Branch, from the Pensioner's residence, must be intimated immediately by a letter, enclosing therewith PPO/RPPO, Death Certificate, to stop payment of Pension. The SBI Branch will forward the application to SBI, Dhanbad Main Branch. [However, CILREWA is trying to collect further details on the issue from CMPFO, Dhanbad].
- IV. Application is to be submitted with following documents to the pension disbursing SBI Branch. If the Disbursing Bank is other than SBI, then it is to be submitted at the nearest SBI Branch (from the Pensioner's residence):

1. Form of application for the grant of family/spouse pension on the death of a Govt.Servant/Pensioner Form K (Annexure-1).
2. Copy of Pensioner's death certificate
3. Two copies of the passport size photographs of the applicant duly attested*
4. Copy of the Pensioner's copy of the revised PPO duly attested*
5. Letter of Undertaking (Annexure-2)
6. Life Certificate of the Family/Spouse Pensioner^A
7. KYC Documents of the Family/Spouse Pensioner^A

*Attestation of photographs, PPO should be done by the respective disbursing bank (Better to get clarification from the SBI before submission).

^A Both Life Certificate and KYC Document should be issued/endorsed by the respective disbursing bank (Better to get clarification from the SBI before submission).

- V. The Former/Survivor Pension Account shall be converted to Survivor only Account
- VI. Dhanbad Branch has been planning to start a Mini CPPC (centralised Pension Processing Cell), in near future.
- Vil. The Notification highlights the services, which would be provided by SBI to CMPFO pensioners.
 - o All SBI Branches shall act as Help Desk for CMPFO pension holders, irrespective of being disbursing Bank or not.
 - o No Branch of SBI shall refuse to extend assistance to CMPFO pension holders o Now CMPFO pensioners are entitled to avail one window solution from their neighbouring SBI Branch in respect of smooth and continuous disbursement of pension viz. Submission of Life

Certificate, Submission of application for
Spouse Pension etc.

Vill. Please keep a hard copy of this write up in the
file for future reference of Spouse/Family
Members.

Attachment:

1. The Public Notice of CMPFO dated 22.04.2025 [18
Pages].
2. Form K- Page 6-7 of Public Notice dated 22.04.2025.-
--- Annexure-1
3. Letter of Undertaking —Page-8 of Notice dated—
Annexure-2
22.04.2025.



सामाजिक सुरक्षा संगठन
Social Security Organisation

कोयला खान भविष्य निधि संगठन
COAL MINES PROVIDENT FUND ORGANISATION
(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)
(A Statutory Organization under Ministry of Coal, Government of India)

आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER

पुलिस लाईन, / POLICE LINE,
धनबाद / DHANBAD
पिन /PIN-826014
(झारखण्ड)/(JHARKHAND)
फोन नं०/Phone No.- 0326-
2202114
email : commissioner@cmpfo.gov.in
Website:-
www.cmpfo.gov.in

CMPFO-16022/4/2024-FIN-ACC (Comp.3369) 14

Dated- 22 /04/2025

To,
Regional Commissioner-I/
Regional Commissioner-II/
Assistant Commissioner/
In-charge of Regional Office,
Coal Mines Provident Fund,

Sub: Regarding CMPF pension — Standard Operating Procedure.

Sir,

With the above mention subject, I am enclosing copy of email dt.04-04-2025 which has been received from State Bank of India, Dhanbad Branch, regarding migration of CMPF pension — Standard Operating Procedure.

In this connection you are requesting to share this SOP with CMPF pensioners for awareness against SBI refusal of accepting their grievances.

This is for your information and take necessary action.

Yours faithfully

Encl: 1. Email dt.04-04-2025 & copy of CMPF pension SOP.

(Sa ntoksh Kumar)
Assistant Co Commissioner

CMPFO PENSION - STANDARD OPERATING PROCEDURE

sbi.00056@sbi.co.in

sb

Fri, 04 Apr 2025 PM +0530

To "Commissioner, CMPFO" > cc "CMPFOHYD" "fin" "RO Dhanbad-I"
"3aijnath Mardi" "Upendra Panda"
"SOMEN CHOWDHURY" "bkr.cmpfo"
"CMPF REGION-I, RANCHI" "t s K SINHA"
"dgrdiary21" "M E ALI"
"Dharmendra Kumar" <iodelhi@cmpfo.gov.in>, "Regional Commissioner
CMPF SAMBALPUR" "HeadofRegionalOffice RegionalCommissionerTalcher"
"Tula Ram Naik" <mgt.office@cmpfo.gov.in>, "Regional Office, Kolkata" <crngf"RC
Nagpur" "Jayant Chowdhury"
"HeadofRegionalOffice RegionalCommissionerBilaspur"
"Regional Commissioner-II CMPFO RO Jabalpur" <jabalpur@cmpfo.gov.in>, "RC,
CMPFO,
<kgm@cmpfo.gov.in>, "mukunda.satya" <mukunda.satya@gmail.com>, "dp"
<dp@sccmines.com>, "VINAY RANJAN" <dp.cil@coalindia.in>, "Manish Kumar"
<dp.ncl@coalindia.in>, "Murlikrishna Ramaiah" <dp.bcci.cil@coalindia.in>, "Biranchi Das"
<dp.secl@coalindia.in>, "Director Personnel MCL" <dp.mcl.cil@coalindia.in>, "HARSH"
<dp.ccl@coalindia.in>, "Gunjan Kumar Sinha" <dp.ecl.cil@coalindia.in>, "AJAY KUMAR"
<dtpond.cmpdi@coalindia.in>, "Dr. Hemant Sharad Pande" <dp.wcl.cil@coalindia.in>,
MERE" <gm.nec.cil@coalindia.in>
Godavarikhani" <godavarikhani@cmpfo.gov.in>, "CMPF RO KGM"

NATH MISHRA"

"KETHOLELHOU

Tags Not in Contacts

Dear Sir,

Our Dhanbad Main Branch is Nodal Branch for disbursement of CMPFO pension as per MoI-I signed on 31st March 2022. As per MOU, the pension is being disbursed every month to both SBI and non-SBI pensioners.

For having uniform approach by all our branches, we have prepared a Standard Operating Procedure(SOP) in consultation with CMPFO, to be followed by each branch for settlement of regular pension, family pension and upcation of life certificate for CMPF pensioners. The SOP is being shared with all the pension paying branches for implementation with immediate effect.

The SOP alongwith necessary enclosures is attached herewith for your information please.

सादर सहित-

Yours Regards..

Assistant General Manager

/ State Bank of India

Dhanbad Branch (00066)

, IFSC Code - SBIN0000066, SWIFT -

SEININ33G68

VONO: You only Need one

Ton free- 18001234/18002100

Save the Earth. Go Paperless

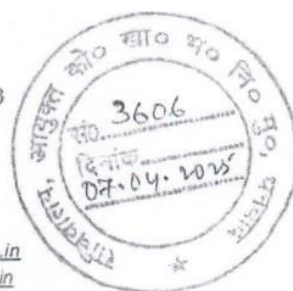
For quicker resolutions in CMPF related matters you can also mail

For quicker resolutions in JCCL related matters you can also mail directly at

For quicker resolutions in ATM/Account Statement related matters you can also mail directly at For quicker resolutions in International Banking/Forex/Locker related matters you can also mail directly at

66, SWIFT - SBININBB668

Directly at cmpf.pension@sbi.co.in
Directly at bccl.dhanbad@sbi.co.in



crscell.00066@sbi.co.in
Directly at nri.00066@sbi.co.in

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FAMILY PENSION START AP... .pdf
374.7 KB • O

CMPF sop FINAL.pdf
588.5 KB • O

CMPF PENSION

STANDARD OPERATING PROCEDURE

SETTLEMENT OF REGULAR PENSION

As and when an employee of Coal Company retires, he applies for settlement of his/her pension with respective Regional Office (RO) of CMPFO. Respective RO settles the pension as per their guidelines and generates Revised PPO of the respective employee. The full set of pension settlement documents alongwith revised PPO is forwarded to our Dhanbad Branch for release of pension. Dhanbad branch releases the pension as per PPO after completing all the formalities, Except Dhanbad branch, no other branch has any role in settlement/release of regular pension.

BRANCH HAS NO ROLE TO PLAY FOR SETTLEMENT OF REGULAR PENSION

SETTLEMENT OF WIDOW (FAMILY) PENSION

1. As and when any information is received regarding death of a regular pensioner, the same is to be informed to Dhanbad Branch through mail to cmpf.pension@sbi.co.in and sbi.00066@sbi.co.in along with verified copy of death certificate.
2. Excess pension paid, if any is required to be recovered and credited to account number 34871915753 (COAL MINES PENSION CONTRIBUTION ACCOUNT), Simultaneously an excess pension recovery certificate to be issued in the given format.
@ Excess pension calculation — Any pension paid after date of death. For part of the month, proportionate amount to be recovered, and a mail to be sent to cmpf.pension@sbi.co.in and sbi.00065@sbi.co.in
3. Savings account to be opened/converted in the name of family pensioner (Single name),
4. Following forms/documents duly signed/executed are required to be submitted by the family pensioner to his/her home branch:
 - a) Form of application for the grant of family pension on the death of a government servant/pensioner — Annexure K
 - b) Copy of pensioner death certificate
 - c) 2 copies of passport size photograph of the applicant duly attested
 - d) Copy of pensioner's copy of PPO duly attested
 - e) Letter of undertaking
 - f) Life Certificate of family pensioner
 - g) KYC documents of the family pensioners
5. Home branch is required to forward full set of above documents in original duly verified by an officer to our Dhanbad Main Branch (00066) for processing of widow (family) pension.
6. Even in cases where deceased pensioner was maintaining his pension account with other bank or if the family pensioner intends to maintain his/her pension account with other bank, SBI being the pension processing bank, family pension application will be processed by the nearest SBI branch in the same manner as stated in para 1-5.

Note — If the revised PPO containing name of the family pensioner and family pension amount is not issued to pensioner. the pension will be settled by respective RO of CMPF. Our branches has no role in that case.

SUBMISSION/UPDATION OF LIFE CERTIFICATE

Every year in November, the pensioners are required to submit life certificate for continuation of their pension.

- CMPF pensioners drawing pension from SBI branch will submit LC at their home branch/nearest branch. The home branch/ branch receiving life certificate will forward the duly verified LC through mail to cmpf.pension@sbi.co.in or sbi.00066@sbi.co.in followed by post to Dhanbad Main Branch.

CMPF pensioners drawing pension from non-SBI bank will submit LC at the nearest branch of SBI. Please note that since we are the disbursing bank LC can be submitted at any SBI branch, The receiving branch is required to verify LC through KYC documents/e-KYC and the same be forwarded through mail to cmpf.pension@sbi.co.in or sbi.00066@sbi.co.in followed by post to Dhanbad Main Branch.

Pensioners drawing taxable pension are being migrated to CPPC on account of TDS liability, The LCS in respect of these pensioners are required to be fed and authorised in our 'Pension/ app by the branch and such life certificates should NOT be sent to our Dhanbad branch. On receipt of any life certificate branches should first check in our pension app by keying in the pensioner's account number (of any bank) or pension id, to ascertain if the pension is being paid from CPPC. Only in cases , where pension is not being paid by CPPC, life certificate should be sent to our Dhanbad branch.

**ANNEXURE-K FORM OF APPLICATION FOR THE GRANT OF FAMILY PENSION ON THE DEATH OF A
GOVERNMENT SERVANT/PENSIONER**

1. Name of the Applicant:

2. (i) Widow,'Widower:

(ii) Guardian if the deceased person is survived by child or children

Name and a e of survivin widow/widower and children of deceased Govt servant/ ensioner

SL	Name	Relation with the deceased	on	Date of Birth
		Wife*		

*indicate date of birth of family Pensioner invariably

3. Name and No of PPO of the deceased pensioner:

4. CBS Account no of the deceased pensioner:

5. Date of death of the Government servant' Pensioner:

6. Office/ Department/Ministry in which the deceased worked:

6a. If the applicant is a guardian, his date of birth and relationship With the deceased Govt Servant/pensioner•.

7. If the applicant is a widow/widower the amount of service pension which she/he may have received on the death of the husband/wife:

8. Full address of the applicant:

9. Place of payment of pension and gratuity:

(Post office or public sector bank with full address) 10.

CBS Account no.& copy cf passbook Of family pensioner

II. Enclosure:

(i)Descriptive scroll of the applicant dully attested, indicating (a) height and (b) personal marks if any cn the hand, face etc (specially a few conspicuous marks and not less than two, if possible)

(ii)Two specimen signatures of the applicant duly attested (to be furnished in two separate sheets)

(iii) 2 copies of passport size photograph of the applicant duly attested

(iv)2separate sheet affixing "left hand thumb and finger impression or the applicant duly attested.

(v)Copy of pensioner death certificate & pensioner'S portion Of PPO duly attested (vi)Letter of undertaking & life certificate, KYC, from family pensioner

12. Signature or left hand thumb impression of the applicant:		Signature or left hand thumb impression_L
Witness b		
1 Name Full	Address	Si nature
If SBI Account Holder	AJc No.	
2 Name Full	Address	Si nature
If SBI Account Holder	A/c No,	

Note: Witness should be done by two persons residing in the town or parganas in which the applicant resides.

• In case. witnesses are not having account with SBI, copy of verified KYC Will be required. (i)Descriptive scroll of Pensioner/family pensioner Shri/Smt

Widow/husband of late Sri/Smt :

1. Height:

2. Weight:

3. Colour:

4. Identification mark:

(ii) Specimen signature/ Thumb Impression of pensioner/ family/widcw pensioner:

	2	3
		Verifying Official signature a stamp
		Name Of official :

(iii)atest Photo ra h of ensioner/famil ensioner

	Verifying Official signature & stamp Name of official : S.S. No.
--	--

(iv)Hand Impression

Ri ht Hand				
Thumb fin er	Index fin er	Middle fi er	Rin fin er	Little fin er
Left Hand				
Little finger	Ring finger	Middle finger	Index finger	Thumb finger

Verified

Signature

Name

S.S.NO.

Undertaking by the pensioners

To

The Regional Commissioner
Nodal Branch/Paying branch

Dear Sir,

Payment of pension under Coal Mines Pension Scheme 1998 undertaking

1. In consideration of your having, at my request agreed to make payment of pension due to every month by credit to My saving bank account number... ..IFSC codein the Bank Name.....

Branch& dress of the Bank.....

Address of the Bank....

I the undersigned agree and undertake to refund or make good my account to which I am entitled or any amount Which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors executors and administrators to indemnify the authorised officer from and against any loss suffered or incurred by the scheme and to forthwith pay the same to the authorised office and also irrevocably authorise the authorised Officer to recover the amount due by debit to my said account or any other deposits belonging to me in the possession of the said bank.

Yours faithfully

Signature and Date

CMPF No:

Address:

1) Witness
Signature: Name:
Address:

2) Witness
Signature:
Name:
Address:
