Pension Revision Application by Pensioners

1. Application for Pension Revision Due to Change in Personal Circumstances

To,
The Pension Officer,
Department of Pension and Pensioners' Welfare,
Government of India,
[Office Address]

Subject: Application for Pension Revision Due to Change in Personal Circumstances

Respected Sir/Madam,

I, [Full Name], a resident of [Address], and a retired employee of [Government Department], kindly write to bring to your attention a significant change in my personal circumstances and seek necessary revisions in my pension.

I retired from my position as [Job Title] on [Date of Retirement], and have been receiving a monthly pension of INR [Current Pension Amount]. However, due to recent alterations in my personal situation, the current pension amount is not adequately meeting my financial requirements.

[Here, briefly explain the changes in your personal circumstances. For instance, it could be a serious health condition requiring expensive treatment, a sudden increase in dependents due to a family event, etc.]

Considering the aforementioned circumstances, I humbly request your good office to carry out a reconsideration of my existing pension amount. I am hopeful that a suitable revision in the pension can help me navigate this difficult time with less financial stress.

Attached are the necessary supporting documents that validate my claim. I am willing to provide any additional information or documentation that may be required in this regard.

I deeply appreciate your assistance and prompt attention to this matter. Thank you for your understanding and cooperation.

Yours sincerely,

[Your Full Name]
[Pension Account Number]
[Phone Number]
[Email Address]
[Date]

2. Application for Pension Increase Following Cost of Living Adjustment

To,
The Pension Disbursement Officer,
[Name of the Pension Disbursement Office],
[Address of the Pension Disbursement Office],
[City, State, PIN Code].

Subject: Application for Pension Increase Following Cost of Living Adjustment

Respected Sir/Madam,

I, [Your Full Name], a pensioner of the [Name of the Department or Office you retired from], am writing this letter to kindly request an increase in my pension in accordance with the recent Cost of Living Adjustment (COLA).

My Pension Payment Order (PPO) number is [Your PPO Number], and I retired from my service on [Date of Your Retirement]. Since retirement, I have been receiving a monthly pension of INR [Your Current Pension Amount].

I understand that the Government of India has recently announced a Cost of Living Adjustment for pensioners, which is to be applied to our monthly pension, to help us manage the rising prices of goods and services in our daily lives.

However, I have not noticed any increase in my pension amount in the past [Number of Months] months. I humbly request your office to look into my case

and ensure that the appropriate adjustment is made to my monthly pension. This will greatly aid me in managing my day-to-day expenses in the current economic climate.

Please find attached all the relevant documents for your reference. I sincerely hope for a prompt resolution to my request.

Thank you for your understanding and assistance in this matter.

Yours sincerely,

[Your Full Name]
[Your Full Address]
[City, State, PIN Code]
[Your Contact Number]
[Your Email Address]
[Date]

3. Application for Pension Revision Due to Error in Original Calculation

To,
The Pension Disbursal Officer,
Department of Pensions,
Government of India.

Subject: Application for Pension Revision Due to Error in Original Calculation

Respected Sir/Madam,

I, [Your Full Name], a retired employee of [Your Department/Position], am writing this letter to bring a vital matter to your immediate attention. My pension has been disbursed incorrectly due to an error in the original calculation, which I believe requires immediate rectification.

My Employee Pension Scheme (EPS) number is [Your EPS Number] and I officially retired from my services on [Date of Retirement]. The pension amount I am currently receiving is INR [Current Pension Amount per month], which, as

per my understanding, is less than the amount I should be getting as per the government rules and regulations.

I have carefully checked all the necessary documents and calculations, and I believe that the correct pension amount should be INR [Correct Pension Amount per month]. The discrepancy seems to have arisen from an error in the calculation of my last drawn salary or the number of years of my service.

I kindly request you to look into this matter promptly and revise my pension amount to rectify this error. I am ready to provide any additional information or documents that you may need for this process.

I appreciate your prompt attention to this matter and hope for a positive and speedy resolution.

Thank you.

Yours faithfully,

[Your Full Name]
[Your Full Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

4. Application for Pension Revision After Policy Changes

To,
The Pension Office,
Department of Pension & Pensioners' Welfare,
Government of India,
[City],
[State],
[Pin Code]

Subject: Application for Pension Revision After Policy Changes

Dear Sir/Madam,

I, [Your Full Name], a retired employee from the [Your Department Name] of the Government of India, am writing this letter to bring to your attention the recent policy changes regarding the pension scheme. I served the department from [Start Year] to [Retirement Year], and my employee number is [Your Employee Number].

The recent policy changes made by the government, as per the official notification No. [Policy Number] dated [Date of Policy], have led to an increase in the pension amount for retired government employees. As per my understanding, the pension has been revised and increased by [Percentage of Increase]%.

As a retiree, I am eligible for this revised pension scheme. However, I have noticed that my pension has not yet been revised according to the new policy. My current pension amount is INR [Your Current Pension Amount], but as per the new policy changes, it should be INR [New Pension Amount as per Revision].

Therefore, I kindly request your good office to look into this matter and revise my pension as per the new policy. I am hopeful for a positive and quick action in this regard.

I am attaching copies of my Pension Payment Order (PPO), retirement certificate, and the last pension slip for your reference.

Thank you for your attention to this matter.

Yours sincerely,

[Your Full Name]
[Your Address]
[City, State, Pin Code]
[Contact Number]
[Email ID]

Attachments:
1. Copy of Pension Payment Order (PPO)
2. Copy of Retirement Certificate
3. Copy of Last Pension Slip

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5. Application for Pension Revision Based on Years of Service Increase

To,
The Pension Disbursement Officer,
Central Pension Accounting Office,
[Address Line 1],
[City, State, Zip Code]

Subject: Application for Pension Revision Based on Increase in Years of Service

Respected Sir/Madam,

I, [Your Full Name], a retired employee of [Your Department/Position], am writing this letter to request a revision in my pension due to an increase in my years of service. My Pension Payment Order (PPO) number is [Your PPO Number].

I have served the Indian Government for [Your Total Years of Service] years, from [Start Date] to [End Date]. However, when my pension was calculated, it was based on [Previous Years of Service] years of service due to an inadvertent oversight. I have attached supporting documents that verify my claim.

This error has resulted in a lower monthly pension amount than I should rightfully receive based on my actual years of service. I kindly request that my pension be recalculated and adjusted according to the correct number of service years.

I understand that this process might take some time and I am willing to cooperate fully during this period. I deeply appreciate your prompt attention to this matter and thank you in advance for your assistance.

Yours sincerely,

[Your Full Name]
[Your Contact Number]
[Your Email Address]
[Your Residential Address]

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Enclosures: [List of supporting documents that you are sending with the application]

Date: [Current Date]
Place: [Your City]

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