



Office of the
CONTROLLER MILITARY ACCOUNTS
(PENSIONS)

CMA Complex, Lahore.

Tel: +92-42-99220364, Fax: +92-42-99220245

Email: cmap@pmad.gov.pk

NO.PEN/COORD/1-XXXV

Dated: 13/02/2025

CIRCULAR

To

- 1) The OIC DCS Army, Section Local
- 2) The OIC DCS Civil Section Local
- 3) All Pension Sub Offices under CMA (P)
- 4) All Main Sections Local

Subject: **SOP FOR CHANGING OF PENSIONER'S BANK ACCOUNT**

Reference: In continuation of this office circular No. even dated 22/01/2025.

In order to streamline the payment of monthly pension through DCS, it has been decided that pensioners are to choose the bank of their choice, but issue arises when pensioners frequently change their bank accounts, or in other scenario, the bank accounts of a pensioner was reverted to their previous bank account without the request or knowledge of pensioner. To regulate this matter;

- An application on affidavit of minimum Rs. 100 for changing the bank will be submitted by the pensioner with an active Mobile No. shall be written on it (as per specimen enclosed).
- The application will also be supported by the following documents;
 - i. Pensioner's CNIC,
 - ii. Option Form from new bank.
 - iii. No Objection Certificate (NOC) in original from the previous bank on bank letter head duly attested by the concerned bank branch.
- A diary number will be marked on the application in the record section, and the case will be handed over to the concerned DCS section.
- Upon receipt of the case in the DCS section, the required documents will be checked by the Senior Auditor (SA).
- The bank account will be changed, and the change will be authorized from the SA's login.
- Authorization of the change will also be done from the Assistant Accounts Officer's (AAO) login.
- After processing, the file will be handed over to the digitization section.
- The file will be scanned by the digitization section and then handed over to the physical archive section.
- The concerned SA and AAO will ensure the file is handed over to the AAO of the Digitization group

- The scanning of the file will be ensured by the AAO digitization.
- A report will be sent by the AAO digitization group to the concerned section, listing the army numbers of files handed over and those scanned during the month.
- The AAO of the concerned group will ensure all files handed over to the digitization group are scanned.
- Any discrepancy will be reported to the OIC DCS Section immediately.
- Once a bank account is changed, it will not be modified for six months unless explicitly approved by the DCMA DCS.
- The System Analyst will amend the system to enforce this restriction, ensuring bank accounts can only be changed after six months, within three working days of issuance.

This issues with the approval of CMA (P).

SD

Controller

Copy to:

1. The MAG Rawalpindi for information please.
2. The CCMA GHQ Rawalpindi for information please.
3. The DG PP & A Dte GHQ Rawalpindi.
4. The DG PASB Rawalpindi for information and compliance please
5. The OIC (RW), all Regimental Centres
6. PA to Dy. CMAP (DCS) for information of Dy. CMA (P) DCS.


 (Muhammad Shabbir)
 Accounts Officer
 Pen Coord Section

”بیان حلفی“

شناختی کارڈ نمبر : 12345-1234567-9

بیان ازاں : راجہ عشرت محمود ولد راجہ اشرف

ریٹک و آرمی نمبر:

ساکن : رہا نش گاہ (عارضی و مستقل)

من محلف حلفاً بیان کرتا ہوں کہ:

یہ کہ من محلف اپنے بقا لمی ہوش و حواس سے اقرار کر کے لکھ کر دیتا ہوں کہ میں آرمی سے بطور _____ ایکس
آرمی نمبر _____ ریٹکر ہوا ہوں۔ میں اپنی پنشن _____ بنک سے لے رہا ہوں۔ اب میں اپنی
مرضی کے تحت اپنی پنشن _____ بنک میں ٹرانسفر کروانا چاہتا ہوں۔

یہ کہ من محلف حلفاً بیان کرتا ہوں کہ درج بالا بیان حلفی میرے علم و یقین کے مطابق بالکل صحیح و درست ہے اور اس
میں کوئی امر پوشیدہ، امر مخفی نہ رکھا گیا ہے۔

_____ المحلف

_____ نام :

_____ شناختی کارڈ نمبر :