



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन



आज़ादी का  
अमृत महोत्सव

केन्द्रीय विद्यालय संगठन (मु.) /

Kendriya Vidyalaya Sangathan (HQ)

18 संस्थागत क्षेत्र / 18 Institutional Area,

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg,

नई दिल्ली - 110016 / New Delhi - 110016

दूरभाष / Telephone No.: 011-26858570

Email - [pensionkvshq@gmail.com](mailto:pensionkvshq@gmail.com)

फ.110230(e-Pen)/3/2023/केविएस(मु०)/पेंशन/6648

दिनांक: 21.11.2025

उप्रायुक्त/निदेशक,  
केन्द्रीय विद्यालय संगठन  
सभी क्षेत्रीय कार्यालय/जीट

विषय: Processing and payment of Gratuity to NPS subscribers through e-Pension Portal as per Payment of Gratuity Act, 1972.

महोदया/महोदय,

This is to inform that Indian Bank has incorporated the provisions for processing and payment of Gratuity as per Payment of Gratuity Act, 1972 in the e-Pension Portal for NPS subscribers of KVS. From 01.12.2025 onwards (employee retiring on or after 30.11.2025), Gratuity for NPS subscribers will be processed through e-Pension Portal only.

It is therefore requested that all the KVS units under your jurisdiction may be informed to process the Gratuity payment cases (for NPS subscribers) through e-Pension portal. It may also be noted that utmost care and timely processing of such cases is required at all level.

In addition to above, it is also requested that all the KVS units under your jurisdiction may be directed to obtain nomination in form 'F' (format enclosed) from the NPS subscribers who have completed one year of service as mentioned under Section 6 of Payment of Gratuity Act, 1972. This exercise of collection of nomination for all NPS subscribers must be completed by 31<sup>st</sup> December, 2025 under intimation to this office.

This issues with the approval of the Competent Authority of KVS.

Yours sincerely,

  
(Sanjay Kumar)

Deputy Commissioner (Fin.)

Copy to:

1. Assistant Gen. Manager, RGR, Indian Bank, Parliament Street, New Delhi-110001 is requested to make necessary updations in the NPS Gratuity forwarding letter as per the attached format.
2. Branch Manager, Indian Bank, Mehrauli Institutional Area, Katwaria Sarai, Delhi - 110016 for information.
3. The Assistant Commissioner (Estt. I) & (Estt. II/III) for similar action as mentioned in the letter.

Deputy Commissioner (Fin.)