



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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அதிகாரம் பெற்ற
வெளியீடு

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GOVERNMENT OF PUDUCHERRY

FINANCE DEPARTMENT

(G.O. Ms. No. 62, dated 11th November 2011)

ORDER

At present different categories of pensioners are drawing their pension either from the Treasuries/ Sub-Treasuries directly or from the nominated Public Sector Banks in terms of the "Scheme for Payment of Pension to Pensioners of the Government of Puducherry through Public Sector Banks". The pensioners drawing their pension from Treasuries/Sub-Treasuries have to appear in person with the Pension Payment Order Book in the Treasuries/ Sub-Treasuries to receive their monthly pension and any arrear thereof. More than 50% of the total pensioners are drawing their pension through the Treasuries/Sub-Treasuries. The Government of India have instructed to ensure the usage of e-payment as a part of Green Initiative. Accordingly it has been decided to disburse pension through electronic clearing service through banks, which was hitherto disbursed in cash by the Treasuries/Sub-Treasuries. The procedures thereto are detailed in the Appendix to this order.

2. Further it has been decided to dispense with personal appearance of the pensioner each month in the Treasuries/Sub-Treasuries. However, the pensioners shall be required to furnish their life certificate once in a year or be personally present before the Treasury/Sub-Treasury Officer for mustering during the month of May each year. The pensioners will now be required to open accounts in any nationalised/scheduled commercial bank

which are in the core banking solutions. The Treasury/Sub-Treasury Officer shall credit the pension amount into the bank account of the pensioners in the respective bank branches through Electronic Clearing Service (ECS). The pension records will be maintained in the Treasuries/Sub-Treasuries while payment would be made through the bank accounts of the pensioners.

3. The revised procedure for disbursement of pension notified in the Annexure to this Government Order will be operational with effect from 1st January 2012.

(By order of the Lieutenant-Governor)

M. GUNASEKARAN,
Under Secretary (Finance).

APPENDIX

I. FEATURES OF THE SCHEME

1.1 Pension to be disbursed through bank account :

In the revised procedure, the pensioners have to open individual saving/current bank account or joint account with spouse in any public sector banks/scheduled commercial banks except regional rural banks and cooperative banks. Payment of pension including family pension will be automatic and no bill is required to be submitted. The amount of monthly pension including dearness relief on pension sanctioned by the Government from time to time and fixed medical allowance will be credited by the paying branch as opted by the pensioner to his/her individual savings/current account on receipt of the details of such payments from the Treasury/Sub-Treasury.

1.2 Pensioner's record to be maintained in Treasury :

The disburser's half of Pension Payment Order (PPO) of the pensioner shall continue to remain with the Treasuries/Sub-Treasuries.

1.3 Categorywise consolidated pension abstract to be generated from EDP Centre :

The categorywise consolidated system generated pension payment abstract will be prepared by the EDP Centre and would be processed in the Treasury/Sub-Treasury for payment of pension through the bank account of the pensioner.

1.4 Treasury to send advice slip to the bank for credit of pension in the individual bank account :

The Treasury/Sub-Treasury will complete all formalities and ensure that the pension is credited to the pensioner's account on the last day of the month or on any other date as per order of the Government of Puducherry.

1.5 Return of the amount of pension unpaid by the bank :

The bank shall return to the Treasury the amount, if any, unpaid or not credited to the pensioner's account through bankers cheque, specifying the remarks therefor.

II. PROCEDURE TO BE FOLLOWED

2.1 Submission of declaration by the pensioner :

Pensioners of the State Government/Central Government/Defence/Railways/Political and other state presently drawing their pension from the Treasury have to submit a declaration for the purpose of disbursement through their bank account in the form furnished at Annexure - I and Annexure - II to the concerned Treasury/Sub-Treasury.

2.2 Payment through joint account :

The pensioners will be paid their pension through a saving/current bank account/joint account operated by the pensioner with the spouse either by 'Former or Survivor' or 'Either or Survivor' basis in any public sector bank branch (except rural banks and cooperative banks) subject to the provisions of paragraph 2.5.

2.3 Operation of joint account :

The joint account of the pensioner with the spouse could be operated either by 'Former or Survivor' or 'Either or Survivor' basis subject to the following terms and conditions:

(i) As pension is payable only during the life time of the pensioner it shall be the responsibility of the spouse or any other family member to intimate the death of pensioner to the treasury/bank at the earliest and in any case within one month of the demise, so that the treasury/bank does not continue crediting monthly pension to the joint account with the spouse, after the death of the pensioner. If, however, any amount has been wrongly credited to the account, it shall be recoverable from the account of the pensioner/spouse either individually or jointly.

(ii) Payment of arrears of pensions to the joint account with the pensioner's spouse as nominee would continue if valid nomination exists.

2.4 Recovery of excess over payment :

The legal heirs, successors, executors, *etc.* shall also be liable to refund any amount, which has been wrongly credited to the single/joint account of the pensioner. The pensioner shall have to furnish an undertaking to the effect that his legal heirs, successors, executors shall be liable to refund excess amount, if any, credited to pensioner's account/joint account as per the undertaking in Annexure – II.

2.5 Family pension cannot be credited to joint account :

The facility of credit of family pension to the joint account of the pensioner is however, not applicable for family pensioners. In other words, a family pensioner can nominate only a single named saving/current bank account for credit of monthly pension.

2.6 Pensioner to open bank account if he/she does not have one :

All pensioners have to open a bank savings/current account compulsorily. The pensioners who do not have bank account, shall open a saving/current bank account/joint account only with spouse and intimate to the concerned treasury his/her bank account to which his/her pension is to be credited.

2.7 Pensioner having bank account should furnish the particulars to treasury :

The pensioners should intimate to the Treasury Officer/Sub-Treasury Officer about the particulars of the existing bank account whether a savings/current/joint account in which the pension is to be credited by the concerned treasury.

2.8 Payment of pension through authorised agent not possible :

In the existing system, the pensioners who cannot come to treasury for reasons of health or otherwise, an authorised representative could be nominated by the pensioner to receive the pension on his behalf as per rule 342 of Central Treasury Rules. In the new scheme the existing system shall cease to be in force from the date of implementation of the scheme and since the pension payment would be credited to the bank account of the pensioner, the pensioner can withdraw the pension amount from his/her nominated bank account through the usual mode of withdrawal.

III. PROCÉDURE TO BE OBSERVED BY THE TREASURY/BANK

3.1 Bank particulars to be furnished at the time of 1st payment of pension :

(i) The Treasury Officer should identify the pensioner on the first occasion in the manner laid down in rule 329 of Treasury Rules of Central Government, before sending the first e-payment details to the bank.

(ii) At the time of 1st payment of pension in the treasury in respect of new cases, the Treasury Officer will obtain the particulars relating to the bank account of the pensioners and the undertaking as provided in Annexure - I and Annexure - II for subsequent payment of monthly pension through his bank account.

3.2 Periodical mustering/personal identification before the Treasury Officer :

Pensioners drawing pension through the revised pension procedure shall appear before the Treasury Officer/ Sub-Treasury Officer for personal identification once in a year during the month of May. The pensioner will also furnish non-employment/non-marriage/remarriage declaration to the Treasury Officer as may be applicable to each pensioner.

3.3 Life certificate *in lieu* of periodical identification :

In case, the pensioner is unable to appear before the Treasury Officer for periodical identification, he/she would be required to furnish a life certificate in the month of May every year. A pensioner who produces the life certificate signed by any person specified under rule 343 of Central Treasury Rules is exempted from personal appearance.

3.4 Life certificate of pensioners residing abroad :

In case of a pensioner not residing in India, the life certificate issued by an authorised official of the Embassy/ High Commission of India or Consul of Indian Consulate or a Notary Public in the country where the pensioner is residing should be produced in the month of May every year.

3.5 First payment of pension, commuted value of pension, death-*cum*-retirement gratuity :

The first pension bill with commuted value of pension and death-*cum*-retirement gratuity will be prepared as per the existing procedure in respect of each category of pensioners. The amount of the first pension including DCRG and CVP will be credited to the pensioner's bank account by the Treasury / Sub-Treasury. However, the payment shall be credited to the bank account after obtaining the requisite particulars from the pensioner as detailed in paragraph 2.1.

3.6 Modification in pension database :

Any modification in the pension database like additional pension, revision of basic pension, medical allowance, *etc.* should be completed before 20th of each month with a note in the Disburser's half of PPO as well as in the abstract maintained in Treasury/Sub-Treasury.

3.7 Advice slip to be sent from the Treasury before two working days of payment date :

The consolidated monthly pension payment abstract along with advice slip generated from the system should be sent by the Treasury / Sub-Treasury to the bank before two working days of a month with a stipulation that "Payment would be credited on the last working day of the month or on the date to be specified by the Treasury, into the bank account of the pensioner".

3.8 Consolidated categorywise pension abstract would contain essential details of payment :

The system generated pension payment abstract should indicate the category of the pension whether State Government/Central Government/Railway /Defence and other State Government to which the pension bill is chargeable and the particulars of PPO Nos., name of the pensioner, amount of pension for the current month, arrear of pension, if any, net amount, bank account No., MICR Code and name of the bank and branch in which the pensioner intends to credit his/her pension.

3.9 No payment without personal identification :

In case, where the periodical identification of the pensioner during the month of May of every year could not be made, the Treasury/Sub-Treasury Officer would not approve the claim for payment of pension for sending the advice of such pensioner to the bank for credit to the pensioner's bank account. However, if the periodical identification is completed on a subsequent date within one year, the Treasury/Sub-Treasury Officer would approve the same including arrear of pension, if any.

3.10 Treasury to update the disburser and pensioner portion of PPO :

The Treasury/Sub-Treasury should be responsible to update the disburser as well as the pensioners portion of the PPO after receiving the payment confirmation from the bank. The pensioner can approach the treasury once in three months during working hours as per their convenience to update the pensioner half of the PPO.

3.11 Treasury would continue to send pension abstract to concerned section :

The Treasury/Sub-Treasury Officer would continue to be responsible for sending the abstracts in case of the Central/Railways/Defence Pensioners to the B&A section for the purpose of reimbursement.

3.12 Conversion of service pension to family pension :

In case of death of pensioner, the Treasury/Sub-Treasury will commence payment of family pension on receipt of necessary application from the claimant of family pension and necessary changes in this regard would be made in the database like name of the family pensioner, account No., bank and branch, *etc.*, under intimation to Pension Section.

3.13 Arrear of pension on the death of pensioner and the manner of disbursement :

Pension shall be drawn for the day of pensioner's death irrespective of the time of the death. On receipt of the death certificate in respect of the pensioner, the Treasury/Sub-Treasury will work out the amount of arrear due to the deceased or over-payment, if any, made to him. It will take action immediately to recover the over-payment from the deceased's account in terms of the undertaking obtained from the pensioner as per the scheme. In the case of death of family pensioners, the arrear should be paid to legal heirs by adopting the same procedure.

3.14 Lifetime arrear and shareable portion of the gratuity :

Payment of lifetime arrear will be made to heir(s) of the deceased pensioner as per the provision of Central Treasury Rules. The amount would be credited to the bank account of the heir(s), if available. In case, the legal heir(s) do not have bank account, the payment may be made by way of cheque. The Treasury/Sub-Treasury Officer will keep a record of the disburser as well as pensioner half of the PPO. A similar procedure may also be adopted for disbursement of death-*cum*-retirement gratuity to the legal heir(s) of the deceased for disbursing the shareable portion of the gratuity.

ANNEXURE - I

[Intimation to be furnished by the Pensioner]

To

The Treasury/Sub-Treasury Officer,
Puducherry/Villianur/Bahour/Karaikal/Mahe/Yanam.

Sir,

I have to request you to remit the amount of my pension through my nominated bank, as stated below:

The details of my pension payment order No. *etc.* and the bank account No. as well as permanent postal address are as under.

Pension Payment Order No.: , Date :

1. Amount of monthly pension —

(a) Pension :

(b) Additional pension :

2. Whether any family pension is admissible : Yes/No

If so, name of the beneficiary as in PPO :

Amount of Family Pension as in PPO—

(a) Enhanced rate :

(from to)

(b) Ordinary rate :

(from to)

3. Deductions —

(a) Income-tax :

(b) If any other (.....) :

4. Bank account —

(a) Account No. :

(b) Name of bank :

(c) Branch :

(d) MICR Code No. :

(e) Type of account : Single/Joint (F or S/E or S)

(f) Name of joint account holder :

(g) Relationship with joint account holder :

5. Permanent postal address :

6. Contact details —

(i) Phone No. :

(ii) Mobile No. :

I hereby agree to the conditions in regard to personal appearance and submitting of annual life certificate as prescribed in the scheme.

I hereby declare that I and my heirs and successors accept the liability of making good to Government over-payment, if any, made to me/my heirs, under the scheme.

I hereby authorise (name of the bank and branch) to receive my pension payment on my behalf for credit to my account as stated above and further authorise that the receipt given by the bank for the amount of my pension should be treated as legal quitance.

I hereby authorise the bank to recover any excess payment credited to my account as per the instruction of Treasury.

Yours faithfully,

Place :

*Signature/thumb-impression
of the pensioner.*

Date :

ANNEXURE – II

To

The Treasury/Sub-Treasury Officer,
Puducherry/Villianur/Bahour/Karaikal/Mahe/Yanam.

Sub. : Payment of pension under PPO No. through my saving/current/
joint bank account — Reg.

Dear Sir/Madam,

I wish to receive my pension under PPO No. by crediting the amount to my saving/current bank account No. which is operated by me/jointly in (bank and branch) by me /and my spouse, Mr./Mrs. in whose favour an authorisation for family pension exists in the Pension Payment Order(PPO).

I have read and understood the contents of the scheme which contains the following terms and conditions :

Once pension has been credited to a pensioner's bank account, liability of the Government/bank ceases. No further liability arises, even if the amount is wrongly drawn by the spouse.

(a) As pension is payable only during the life of a pensioner, his/her death shall be intimated to the Treasury/Sub-Treasury/Bank at the earliest, in any case within one month of the demise, so that the Government/bank does not continue crediting monthly pension to the saving/current/joint account with the spouse, after the death of pensioner. If, however, any amount has been wrongly credited to the saving/current/joint account, it shall be recoverable from the saving/current/joint account and/or any other account

held by the pensioner/spouse either individually or jointly. The legal heirs, successors, executors *etc.*, who were nominated for the purpose shall also be liable to refund any amount, which has been wrongly credited to the joint account.

(b) Payment of Arrears of Pension (Nomination) Rules, 1983 would continue to be applicable to the joint account with pensioner's spouse. Thus, if there is an 'accepted nomination' in accordance with rule 5 and 6 of these rules, arrears mentioned in the rules will be payable to the nominee.

I accept the above terms and conditions, my spouse too, in token of having accepted those terms and conditions, myself /my spouse put the signature below.

1. *Signature/thumb-impression
of the pensioner.*
2. *Signature/thumb-impression
of the spouse.*