GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No.DAT/Pen–I/A4/Cir/2025–26/1807 Puducherry, 17/12/2025

CIRCULAR

Sub : DAT – Pension – Submission of Undertaking to the Disbursing Authority along with the pension case – Reg.

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This Directorate is presently facilitating complete digitisation of submission, processing, tracking and disbursement of pension cases through **PeBS** and **PPS Online** portals.

2. In order to further streamline the timely disbursement of pensionary benefits the Heads of Offices are hereby instructed to submit the following documents to this Directorate along with the pension case :

i. Form of **"Undertaking to the Pension Disbursing Authority"** (Copy hosted in this Directorate's website)

ii. Two copies self attested copies of Masked **Aadhaar**, **PAN**, first page of the **passbook of the bank account** in which pensionary benefits are to be credited wherein name, account number, MICR no., IFSC code of the branch are clearly visible.

3. All Heads of Offices are requested to follow the above instructions scrupulously while submitting the pension cases to this Directorate.

Hdue

(H. SHEIK MOIDEEN)
DIRECTOR

To
All Heads of Departments / Heads of Offices
Puducherry / Karaikal / Mahe / Yanam.

Copy submitted to :
1.The Chief Secretary, Puducherry.
2.The Development Commissioner–cum–Secretary (Finance), Puducherry.

Copy to :
The Programmer, DAT, Puducherry – for uploading in the DAT website.

UNDERTAKING TO THE
PENSION DISBURSING AUTHORITY

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 authorization 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***

   Name of the Pensioner :

2. ***Signature / Thumb-impression of the Spouse***

   Name of the Spouse :

ANNEXURES (TWO SELF ATTESTED COPIES TO BE GIVEN)

(i) Aadhaar Card

(ii) PAN Card

(iii) First page of the bank passbook wherein in Name, Account No., MICR No. and IFSC code of the branch are clearly visible.

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