

**Government of Orissa
Finance Department**

No. TRD-12/2010/26708/F

Date: 10.6.2011

OFFICE MEMORANDUM

Sub: Revised pension disbursement procedure in the Treasuries through the Bank account of the pensioners.

At present different categories of pensioners are drawing their pension either from the Treasury directly or from the Banks in terms of "Scheme for payment of pension to the State Government Pensioners by Public Sector Banks". The pensioners drawing their pension from Treasury have to appear in person with the Pension Payment Order (PPO) in the Treasury.

2. About 35% of the total pensioners are drawing their pension through the Treasuries. Disbursement of pension through the treasuries requires Senior Citizens to travel to the Treasuries on fixed days. Sometimes, they are made to wait in these offices because of the cumbersome procedure for processing of pension Bills. In order to overcome these problems and ensure that the pensioners get their monthly pension dues without any hardship, a revised procedure was under the active consideration of Government for sometimes now.

3. It has been decided to adopt a new procedure where personal appearance of the pensioner each month in the Treasury will be dispensed with. The pension records will be maintained in the Treasuries while payment would be made through the Bank account of the pensioner.

4. The pensioners will now be required to open accounts not only in the Treasury linked branches only but also in any Scheduled Commercial Bank except Regional Rural Banks and Cooperative Banks which is in the Core Banking mode. The Treasury Officer shall credit their pension amount into the Bank account of the pensioners in the respective Bank branches through National Electronic Fund Transfer (NEFT) / Electronic Clearing System (ECS) under the Indian Financial System (IFSC).

5. The procedure of disbursement of pension under the above dispensation is outlined in the enclosed scheme. The scheme will be operational w.e.f. 1st September, 2011.

6. The relevant provisions of Orissa Treasury Code which are inconsistent with the instant scheme stand amended to that extent. Formal amendment to Orissa Treasury Code will follow.

J.K. Mohapatra
Principal Secretary to Government

Memo No.26709/F., dated:10.6.2011

Copy forwarded to the Director of Printing, Stationery and Publication, Orissa, Cuttack with the request that the above resolution may be published in the next issue of the Orissa Gazette and supply 100 spare copies to this Department.

Deputy Secretary to Government

Memo No.26710(480)/F., dated.10.6.2011

Copy forwarded to the Secretary to Governor/ Secretary to Chief Minister / Private Secretary to Minister, Finance & Excise / Accountant General (Audit), Orissa Bhubaneswar / Accountant General (A&E), Orissa, Bhubaneswar / Senior Deputy Accountant General (Works), Orissa, Puri / All Departments of Government / All Heads of Departments of Government / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Finance & Management, Bhubaneswar / All Financial Advisers and Assistant Financial Advisers / All Collectors / All Treasury, Special Treasury and Sub-Treasury Officers / Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.

Deputy Secretary to Government

Memo No.26711(2)/F., dated.10.6.2011

Copy forwarded to the Commissioner of Commercial Taxes, Orissa, Cuttack/ Director of Treasuries & Inspection, Orissa, Bhubaneswar for information and necessary action.

Deputy Secretary to Government

Memo No.26712/F., dated.10.6.2011

Copy forwarded to the Manager, RBI, Public Accounts Department, Pandit Jawaharlal Nehru Marg, Bhubaneswar for information and necessary action.

Deputy Secretary to Government

Memo No.26713(15)/F., dated.10.6.2011

Copy forwarded to the Chief General Manager, SBI, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar / Chief Managing Director, Allhabad Bank, Regional Office, 3/1B, IRC Village, Nayapalli / Deputy General Manager, Andhra Bank, Zonal Office, M/141, Baramunda, Bhubaneswar / Zonal Manager, Bank of India, Orissa Zone, Zonal Office, 98, Kharavelanagar, Ground Floor, Keshari Talkies Complex, Bhubaneswar / Regional Manager, Central Bank of India, 94, Janapath, Unit-3, Bhubaneswar / Divisional Manager, Canara Bank, Red Cross Bhawan, Sachivalaya Marg, Bhubaneswar / Regional Manager, Indian Bank, Regional Office, 117/118, Station Square, Bhubaneswar / Regional Manager, Uco Bank Building, 3rd Floor, C-2, Ashok Nagar, Unit-2, Bhubaneswar / Chief Regional Manager, United Bank of India, Zonal Office, 13, Forest Park, Bhubaneswar / Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheednagar, Bhubaneswar / Regional Manager, Bank of Baroda, Plot No.171, Bhouma Nagar, Unit-IV, Bhubaneswar / Deputy General Manager, Union Bank of India ,Regional Office, B/1A Civic Centre, IRC Village, Bhubaneswar/ Circle Head, Punjab National Bank, Circle Office, 4th Floor, Deendayal Bhawan, Janapath, Bhubaneswar for information and necessary action.

Deputy Secretary to Government

Memo No.26714(120)/F., dated.10.6.2011

Copy forwarded to all Officers of Finance Department / All Branches of Finance Department for information and necessary action.

Deputy Secretary to Government

Memo No.26715/F., dated.10.6.2011

Copy forwarded to the Head, State Portal Group, I.T. Centre, Secretariat for hosting in the Orissa Government website-www.orissa.gov.in- Finance Department.

Deputy Secretary to Government

Memo No.26716/F., dated.10.6.2011

Copy forwarded to M/s Luminous Infoways Pvt. Ltd., C/o RTI Central Monitoring Mechanism (CMM), Information & Public Relations Department, Government of Orissa for information and necessary action.

Deputy Secretary to Government

REVISED PENSION DISBURSEMENT PROCEDURE

In order to provide better service to the pensioners, avoid misclassification and delay in pension payments, the State Government have decided to introduce a new procedure for drawal of pension through the Bank Account of the pensioners drawing pension from the Treasury, so that pensioners need not have to appear in the Treasury with their pension bills either in person or through authorized agent.

Outline of the Schemes

Pension to be disbursed through Bank Account	1.1	In the revised procedure, the pensioners have to open individual Savings / Current Bank Account or Joint Account with spouse in any Scheduled Commercial Bank except Regional Rural Banks and Cooperative Banks.
Pensioner's record to be maintained in Treasury	1.2	The Pension Payment Orders (PPO) of the pensioner shall continue to remain with the Treasuries and the Treasury will send an advice along with the passed bill to the Bank. The pensioners only have to furnish a declaration in Annexure - I and there would be no need to prepare the monthly bill by the pensioner.
Category wise consolidated pension bill to be generated from iOTMS	1.3	The category wise consolidated system generated bills will be prepared by the iOTMS in Form Orissa Treasury Code (O.T.C.) -38 without signature of the pensioner in relaxation of S.R. – 298 of O.T.C. Vol.-I and would be processed in the Treasury for payment of pension.
Treasury/Sub-Treasury to send advice the Bank for credit of pension in Bank Account	1.4	The Treasury /Sub-Treasury will send advice along with the passed bills to the Bank for crediting the pension payable to the pensioner's Bank Account.
Return of the voucher with paid/unpaid	1.5	The Bank shall return the voucher, after crediting the pensioner's account sent from the Treasury with paid / unpaid remark along with a

remark by the Bank	debit scroll for submission of accounts to A.G (A&E), Orissa. The following modalities are prescribed for the pensioners, Treasuries and the Banks:
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Action to be taken by the pensioner

Submission of Declaration form by pensioner	2.1	Pensioners of the State Government / Central Government / Defence / Railways/ Political & other States presently drawing their pension from the Treasury have to submit a declaration for the purpose of disbursement through their Bank Account in the form enclosed at <u>Annexure – I</u> to the concerned Treasury/Sub-Treasury in triplicate. The Treasury Officer will forward a copy of the declaration form to the Bank carrying the Cash Business of the Treasury and another copy to the Bank branch from where the pensioner desires to draw his pension to designate the nominated account as a pension account.
Payment through Joint Account	2.2	The pensioners will be paid their pension through a Savings / Current Bank Account / Joint Account operated by the pensioner with the spouse either by ‘Former or Survivor’ or ‘Either or Survivor’ basis in any Bank branches (except Gramya Bank and Cooperative Bank) subject to the provisions of para – 2.5.
Conditions for operation of Joint Account	2.3	<p>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.</p> <p>i. Once pension has been credited to a pensioner’s bank a/c, the liability of the Government/Bank ceases. No further liability arises, even if the spouse wrongly draws the amount.</p> <p>ii. As pension is payable only during the life of a pensioner, his/her death shall be intimated 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</p>

		<p>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 joint account, it shall be recoverable from the joint account and/ or any other account held by the pensioner/spouse either individually or jointly.</p> <p>iii Payment of Arrears of Pensions to the Joint Account with the pensioner's spouse as nominee would continue if there is an 'accepted nomination' as per Note-A-appended to S.R. 318 of Orissa Treasury Code Vol. I.</p>
Recovery of excess over payment	2.4	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.
Family pension cannot be credited to Joint Account	2.5	The facility of credit of pension to the Joint Account of the pensioner is however, not applicable for family pensioner. In other words, a family pensioner can nominate only a single named Savings/Current Bank account for credit of monthly pension.
Pensioner to open Bank Account if he/she does not have one	2.6	The pensioners who do not have Bank Account, after opening a Savings / Current Bank Account/ Joint Account only with spouse will intimate his/ her Bank Account to which his/her pension is to be credited to the concerned Treasury.
Pensioner having Bank Account should furnish the particulars to Treasury	2.7	The pensioners would intimate to the Treasury/Sub-Treasury Officer about the particulars of the existing Bank Account which could be of a Savings/ Current/Joint Account type in which the pension is to be credited by the concerned Treasury.

<p>Payment of pension through authorized agent not possible</p>	<p>2.8</p>	<p><u>Payment of pension to sick and incapacitated pensioners</u></p> <p>In the existing system, the pensioners who cannot come to Treasury for reasons of health or otherwise, an authorized representative could be nominated by the pensioner to receive the pension on his behalf as per S.R. 299 & 300 of the O.T.C. Vol. I. In the instant scheme, 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 from the Bank Account.</p>
<p>Special procedure for drawal of pension from Bank A/c in case of sick & incapacitated pensioner</p>	<p>2.9</p>	<p>Pensioner who is too ill to sign a cheque / cannot be physically present in the bank to withdraw money from his/her bank account but can put his/her thumb impression on the cheque/ withdrawal form, and pensioners who is not only unable to be physically present in the bank but also not even able to put his/her thumb impression on the cheque/ withdrawal form due to certain physical defect/incapacity, the following procedure may be adopted to enable such old/sick/incapacitated pensioner to receive their pension payment:</p> <ol style="list-style-type: none"> i. Wherever thumb or toe impression of the old/sick pensioner is obtained, it should be identified by two independent witnesses known to the Bank, one of whom should be a responsible bank official. ii. Where the pensioner cannot even put his/her thumb/toe impression and also would not be able to be physically present in the bank, a mark can be obtained on the cheque/withdrawal form, which should be identified by two independent witnesses, one of whom should be a responsible bank official. iii. In case of the above class of pensioners, the bank is requested to adopt the procedure laid down by the RBI vide their letter No. DGBA.GAD No. H-3194/45.01.001/2009/10 dt.14th October, 2009.
		<p><u>Procedure to be observed by the Treasury</u></p>

Bank particulars to be furnished at the time of 1st payment of pension	3.0	Personal Identification of the Pensioner
	3.1	The Treasury Officer should identify the pensioner on the first occasion in the manner as laid down in S.R. 306 of O.T.C. Vol-I.
	3.2	At the time of 1 st payment of pension in the Treasury, the Treasury Officer will obtain the particulars relating to the Bank Account of the pensioners and the undertaking as provided in the Annexure – I for subsequent payment of monthly pension through his Bank Account.
Periodic personal identification before the Treasury Officer	3.3	Pensioners drawing pension through the revised pension procedure shall appear before the Treasury Officer for personal identification in the month of April and November. The pensioner will also furnish non-employment / non-marriage / re-marriage declaration to the Treasury Officer as per S.R. 301, 302 & 303 of the Treasury Code.
Life Certificate in lieu of periodical identification	3.4	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 form prescribed in Annexure-V in the month of May and November. The life certificate can be obtained from a Drawing and Disbursing Officer of the State Government whose specimen signature is available in the Treasury/ Sub-Treasury.
Visit of the Treasury Officer to record the life certificate	3.5	In case, the pensioner is unable to obtain a life certificate from any of the Officers as mentioned in para-3.4 and is unable to appear in person for periodic identification on account of serious illness or otherwise an intimation to this effect may be sent to the Treasury Officer so that the latter may nominate an officer or may himself/herself visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.
Life Certificate for pensioners residing abroad	3.6	In case of a pensioner not resident in India, the life certificate may be issued by an authorized official of the Embassy/High Commission of India or Consul of Indian Consulates or a Notary Public in the country where the pensioner is residing.

First payment of pension, commuted value of pension, Death-cum-Retirement Gratuity	3.7	The amount of the first pension including C.V.P and D.C.R.G (except the Provisional Pension claim covered under S.R. 298 (3) of O.T.C., Vol.I) will be credited to the pensioners' Bank Account by the Treasury.
Advice for payment of pension to be sent before 1st working day	3.8	The category wise consolidated pension bill will be prepared through iOTMS centrally before 25 th of every month. The bills so generated will be available in the Treasury/Sub-Treasury for verification and approval from 25 th of every month. The Treasury/Sub-Treasury shall verify the bill of the pensioners with reference to the entitlement of the pensioner and if approved, the advice shall be generated from the iOTMS in the respective Treasuries.
Modification in pension database	3.9	Any modification in the pension database like Additional Pension, Revision of Basic Pension, Medical allowance etc. should be completed before 24 th of each month with a note in the Disbursers Halves of P.P.O. as well as register maintained by Treasury.
Advice to be sent from the Treasury before the 1st working day of the succeeding month	3.10	The consolidated monthly pension bills along with advice generated from the system as per format prescribed in <u>Annexure-II, III & IV</u> , would be sent by the Treasury to the Bank before the beginning of the month with a stipulation that <u>"payment will be credited on the first working day of the month into the Bank Account of the pensioner"</u> (except in case of Defence pensioners for whom the credit will be in the last working day of the month).
Payment of Arrear T.I	3.11	At the time of release of Temporary Increase/Dearness Relief or other such benefits, the system will generate separate category wise arrear bills, which would be verified at the Treasury level and the Treasury Link Bank would be advised to credit, the arrear amount into the Bank Account of the pensioners. The Treasury/Sub-Treasury will be informed by the Nerve Centre of Directorate of Treasuries and Inspection as and when such arrear bills are generated from the system for the purpose of verification and payment.
Consolidated category wise	3.12	The system generated bill would indicate the category of the pension whether

<p>pension bill would contain essential details of payment</p>		<p>State Government / Central Government / Railway/ Defence and other State Government to which the pension bill is chargeable and would be duly filled in the columns prescribed in <u>Annexure-II</u> viz. P.P.O Nos., Name of the Pensioner, Amount of Pension (including T.I. and <i>ad hoc</i> relief) etc., indicating the Amount in respect of the Current month or Arrear, Transfer credits, if any, Net Amount, Bank Account No., Indian Financial System (IFS) code and the Bank and Branch in which the pensioner intends to get his / her pension be credited.</p>
<p>Separate advice to facilitate credit either through CBS or NEFT</p>	<p>3.13</p>	<p>The Treasury/Sub-Treasury would prepare separate advice for the pensioners having their Bank Account in the Treasury Link Bank or any of its Core Banking branches and an advice for the pensioners having their Bank Account in any other authorized Banks. The format of each of advice is enclosed in the <u>Annexure-III & IV.</u></p>
<p>Pension bill will not be approved without mandatory certificates</p>	<p>3.14</p>	<p>Unless the Treasury Officer receives the mandatory certificates from the pensioners as provided in the Treasury Code viz. non-employment certificate / non-marriage / re-marriage, the Treasury will not approve the claim for pension drawal and should not send the advice in respect of such pensioners to the Bank for crediting their pension.</p>
<p>No payment without personal identification</p>	<p>3.15</p>	<p>In case, where the periodical identification of the pensioner (particularly in the month of May and November of each 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.</p>
	<p>3.16</p>	<p>However, when the periodical identification is complete, the Treasury/Sub-Treasury Officer would approve the same including arrear pension, if any.</p>
<p>1st payment of pension, gratuity etc. to be credited to Bank Account</p>	<p>3.17</p>	<p>The first pension bills with gratuity and commuted value of pension will be prepared as per the existing process for each category of pensioners. However, the payment shall be credited to their Bank Account after obtaining the requisite particulars from the pensioner.</p>
<p>Treasury to</p>	<p>3.18</p>	<p>The Treasury/Sub-Treasury would be responsible to update the disbursers as</p>

update the Disburser & Pensioner portion of P.P.O		well as the pensioners portion of the P.P.O after receiving the payment confirmation from the Bank. The pensioner can approach the Treasury at any time during the month as per their convenience to update the Pensioner half of the P.P.O. The Treasury/Sub-Treasury Officer shall update the P.P.O through generation of a pension slip from the Orissa Treasury Portal. Pension slips can also be sent to the pensioner through SMS and E-mail wherever the mobile number or the E-mail ID of the pensioner is available.
Treasury would continue to send vouchers to CPAO	3.19	The Treasury/ Sub-Treasury Officer would continue to be responsible for sending the vouchers in case of the Central/ Railways/ Defence pensioners to the Central Pay & Accounts Officer (CPAO) and Accountant General (A&E), Orissa for the purpose of reimbursement. The iOTMS is enabled to generate separate schedule of payment for different category of pensioners.
Non-credit of the pension, to be noted by the Bank	3.20	If any pension could not be credited/paid by the Bank, the same is to be indicated in the remark column of the advice, the Treasury shall on receipt of the debit scroll and the return advice cancel the pension bill for the concerned pensioner. The bill can be regenerated after necessary modification/correction is made.
Conversion of service pension to family pension	3.21	In case of death of pensioner, the Treasury will commence payment 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 the A.G (A&E), Orissa.
Arrear of pension on the death of pensioner and the manner of disbursement	3.22	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-payments, 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.
Lifetime arrear and shareable portion of the	3.23	Payment of lifetime arrear will be made to heir(s) of the deceased pensioner as per the provision of S.R.-318 of the O.T.C. Vol-I. The amount would be

gratuity		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 Bank Draft. The Treasury/Sub-Treasury Officer will keep a record of the disbursing officer as well as pensioner half of the Pension Payment Order (PPO). A similar procedure may also be adopted for disbursement of Death-cum-Retirement Gratuity (DCRG) to the legal heir(s) of the deceased for disbursing the sharable portion of the gratuity.
	4.0	<u>Action to be taken by the Bank</u>
Bank to credit the pension on 1st working day except Defence pensioner	4.1	On receipt of the advice along with the bills approved with seal and signature of the Treasury Officer, the Treasury Link Bank shall credit the pension amount in the account of the pensioner on the first working day of the month except; Defence pensioner, whose pension would be credited on the last working day of the month.
Credit through CBS	4.2	On receipt of the advice from the Treasury / Sub-Treasury containing the Bank Account of the pensioners who have their account either in the Treasury Link Bank or in any of its Core Banking branches, it shall be credited through the Core Banking solution of the respective Treasury Link Banks.
Credit through NEFT/ECS	4.3	On receipt of the advice from the Treasury / Sub-Treasury containing the list of the pensioners who have their Accounts in other Bank branches, the Treasury Link Bank shall credit their pension amount into the Bank Account of the pensioner in the respective Bank branches through National Electronic Fund Transfer (NEFT)/ Electronic Clearing System (ECS).
Death of the pensioner	4.4	In no case, the Bank shall delay in crediting the pension amount beyond 24 hours from the time of receipt of advice.
Bank would inform the Treasury about the death of the pensioner if, it is reported to it	4.5	In the event of the death of the pensioner, the concerned Bank, on receipt of such information independent of Treasury will immediately intimate the exact date of death of the pensioner to the Treasury Officer. The Bank will not disburse the balance amount as on that day in the account of the pensioner unless a clearance is received from the Treasury Officer. In case of over

		payment due to the late receipt of information of death, the Bank shall be responsible for recovery of the excess amount and deposit the same in shape of Treasury Challan under proper head of account in consultation with the Treasury/Sub-Treasury as per the declaration given by the pensioner.
Return of consolidated pension bill with paid or unpaid remark	4.6	After the payment is made by the Bank, the Treasury Link Bank shall return the consolidated pension bills with paid or unpaid remark along with the debit scroll for accounting to the Treasury immediately in the next day.
	4.7	If payment in respect of some pensioners could not be made for want of account related information, the Bank should clearly mention it in the remark column of the bill to help the Treasury in identifying the cases.
	4.8	The debit scroll submitted by the Bank should tally with the total of the payments that have been made in respect of the consolidated bills for a day.
		<u>Grievance Management</u>
Joint grievance cell at Treasury level	5.0	<ul style="list-style-type: none"> i. To attend the grievances of the pensioner in connection with the pension payment made through the revised pension disbursement procedure, the Treasury would have a joint grievance cell comprising of representative from the Treasury and the Treasury Link Bank. The grievance cell will be headed by the Treasury Officer. ii. The Treasury Officer will monitor the grievances on day-to-day basis and the joint grievance meeting should be held at least once in a month to resolve the issues relating to non-payment or short payment of pension. The pensioners should be kept informed about the developments.
Joint grievance cell at DTI level		<ul style="list-style-type: none"> iii. At the Directorate level, the DTI will also have a central pension grievance cell comprising of representative from the Finance Department, Reserve Bank of India, Local Head Office of the Treasury Link Banks and the Officers of the Directorate. This central pension grievance cell will monitor the performance of the Treasury grievance

		<p>cells and would also receive grievances directly from the pensioners on day-to-day basis. The central pensioner grievance cell should at least meet once in a quarter. The instructions / clarifications issued from the central pension grievance cell shall be carried out by the concerned Treasury / Treasury Link Banks / Banks in which the pensioners have their accounts.</p>
		<p>iv. The pensioners can file their grievances directly in the Treasury or can submit through the grievance link available in the Orissa Treasury Portal. (https://www.orissatresury.gov.in).</p>

ANNEXURE – I

(Intimation to be furnished by the Pensioner)
(To be submitted in duplicate)

To
The Treasury Officer, _____.

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. _____

- (1) Amount of monthly pension ____
 - (a) Pension :
 - (b) Temporary Increase :
- (2) (a) Whether any family pension is admissible. If so, name of the beneficiary as mentioned in the P.P.O.
(b) Amount of the family pension as shown in the P.P.O.
- (3) Deductions –
 - (a) Income-tax:
 - (b) If any other, please mention.
- (4) Bank Account –
 - (a) Place :
 - (b) Name of the bank, specifying the branch :
 - (c) Single Name Savings Bank Account No. :
 - (d) IFSC Code :
- (5) Permanent postal address :

I agree to the conditions regarding giving personal appearance and submitting yearly certificates as prescribed in rules.

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, under the scheme.

I hereby authorize _____(name of the Bank and Branch) to receive my pension payment on my behalf for credit to my account as stated above and further authorize that the receipt given by the Bank for the amount of my pension should be treated as legal quittance.

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

Yours faithfully

Signature of the Pensioner

SAMPLE

Annexure - II
Khurda District Treasury
Khurda
Monthly Pension Bill

Advice No & Date : 1 01/05/2011

Bank-Branch : State Bank of India – Govt. Treasury Branch, Bhubaneswar

Category : Superannuation

Sl No	PPO ID	PPO Number	Pensioner's Name	Bill No	Bill Date	Pension Payable		Total	BT	Net Amount	A/C No	IFSC Code	Bank-Branch
						Current	Arrear						
1	1	258	Sri Atul Das	156	25/04/2011	100	0	100	0	100	12589		SBI,
2	2	259	Mrs Purnima Singh	157	25/04/2011	50	50	100	0	100	14569		SBI,
3	3	260	P Das	158	25/04/2011	100	0	100	0	100	23654		SBI,
Category Wise Total Net Amount										300			

Category : Central Freedom Fighter

Sl No	PPO ID	PPO Number	Pensioner's Name	Bill No	Bill Date	Pension Payable		Total	BT	Net Amount	A/C No	IFSC Code	Bank-Branch
						Current	Arrear						
1	1	258	Sri D Mohanty	159	25/04/2011	100	0	100	0	100	12589		SBI,
2	2	259	Mrs Purnima Singh	160	25/04/2011	50	50	100	0	100	14569		SBI,
Category Wise Total Net Amount										200			

Sign of ATO/TO/STO

Annexure-III

Khurda District Treasury
Khurda
Advice List-Abstract

Advice No & Date : 1 01/05/2011
Bank-Branch : State Bank of India – Govt. Treasury Branch, Bhubaneswar
Payee Name : BM, SBI- Govt. Treasury Branch, Bhubaneswar

Sl No	Sheet No	Total PPO	Category	Payment Amount	Scroll No & Date
1	123	3	Superannuation	300	
2	124	2	Central Freedom Fighter	200	
			Total Amount	500	

Sign of ATO/TO/STO

Annexure - IV
Khurda District Treasury
Khurda
Advice List-Details

Advice No & Date : 1 01/05/2011
Bank-Branch : State Bank of India – Govt. Treasury Branch, Bhubaneswar
Payee Name : BM, SBI- Govt. Treasury Branch, Bhubaneswar
Category : Superannuation

Sl No	Sheet No	PPO Number	Pensioner's Name	Bill No	Bill Date	Net Amount	A/C No	IFSC Code	Bank Branch	Bank's Remark
1	123	258	Sri Atul Das	156	25/04/2011	100	12589		SBI, Main Branch	
2	123	259	Mrs Purnima Singh	157	25/04/2011	100	14569		SBI, Treasury Branch	
3	123	260	P Das	158	25/04/2011	100	23654		SBI, Main Branch	
Category Wise Total Amount						300				

Category : Central Freedom Fighter

Sl No	Sheet No	PPO Number	Pensioner's Name	Bill No	Bill Date	Net Amount	A/C No	IFSC Code	Bank Branch	Bank's Remark
1	124	365	Sri D Mohanty	159	25/04/2011	100	12589		SBI, Main Branch	
2	124	145	Mrs Purnima Singh	160	25/04/2011	100	14569		SBI, Treasury Branch	
Category Wise Total Amount						200				
Grand Total						500				

Sign of ATO/TO/STO

ANNEXURE – V

LIFE CERTIFICATE

(To be submitted by Pensioner twice a year in April and November)

Certified that I have seen the pensioner Shri/Smt./Ms. _____

(Name of Pensioner)

holder of Pension Payment Order No. _____ and that he/she is alive on this date.

Name

Place:

Date:

Designation of Authorized Officer

Seal

SAMPLE