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NOTIFICATIONS

No.G. 19011/9/91-F.APF/196, the 11th July, 1994. Government of India have introduced Scheme for payment of pension to Central Govt. Civil Pensioners by Public Sector Banks in stages from 1. 7. 1976 and made the Scheme applicable throughout the country w.e.f. 1. 2. 1977. Most of the states in the country have already implemented the Scheme in their respective states.

The Govt. of Mizoram also have been considering from sometime past for adoption and implementation of the Scheme which will greatly simplify the procedure for payment of pension and give benefit to the State Govt. Civil Pensioners. Accordingly, a fresh Scheme has been prepared in line with the Scheme of Central Government. The Scheme has now been approved by the Govt. of India, Reserve Bank of India and Accountant General, Mizoram etc. Shillong for implementation in the State of Mizoram.

Therefore, the Governor of Mizoram is pleased to decide that the Scheme for payment of pension to Mizoram Govt. Pensioner by Public Sector Banks will be implemented w.e.f. 1. 1. 1995 in the State of Mizoram.

J.K. Sanglura,
Financial Commissioner,
Government of Mizoram, Aizawl.

No. G.19011/9/91-F.APF : dated Aizawl, the 10th December, 1996. In part a modification of the Department's Notification No.G.19011/9/91-F.APF/196 dt. 11.7.1994, the Governor of Mizoram is pleased to declare that the Scheme for payment of pension to Mizoram Government Pensioners through Public Sector Bank will be implemented w.e.f 1.1.1997 in the State of Mizoram instead of 1.1.1995 notified earlier.

The following Branches of State Bank of India in Mizoram are to undertake the work of disbursing pension to Government Pensioners as per para 6.1 of the Scheme for payment of Pension by Banks :-

- | | | |
|------------------|-------------|--------------|
| 1) Aizawl | 2) Lunglei | 3) Saiha |
| 4) Lawngtlai | 5) Serchhip | 6) Champhai |
| 7) Mamit | 8) Kolasib | 9) Bawngkawn |
| 10) Mission Veng | 11) Dawrpui | |

Further, each Branch of State Bank of India, Mizoram mentioned below will act as Link Branch/Office for the branches given against each :-

- | | | |
|----------------------------|----|---|
| 1) Aizawl Main Branch, SBI | -- | 1) Aizawl 2) Kolasib 3) Serchhip
4) Champhai and 5) Mamit. |
| 2) Lunglei SBI | — | Lunglei |
| 3) Saiha SBI | — | Saiha and Lawngtlai. |

Haukhum Hauzel,
Financial Commissioner to the
Govt. of Mizoram, Finance Department.

SCHEME FOR PAYMENT OF PENSION TO MIZORAM GOVERNMENT PENSIONERS BY PUBLIC SECTOR BANK

Broad Features : The Governor of Mizoram is pleased to introduce the Scheme of payment of pension through the State Bank of India to the pensioners in the State of Mizoram. This shall come into force with effect from 1.1.1995.

1.1 Unless otherwise specified payment of Death/Retirement gratuity is not covered under the Scheme.

1.2 The Scheme does not cover special category of pensions such as Free-do Fighters Pension, Old Age Pension and pension to destitute widows as they are covered by separate set of Rules.

2. The Scheme will cover all pensioners of the State Government other than those mentioned in para 1.2 above, including All India Service Officers borne on the cadre of Mizoram Government who retire/retired from a post under the Government of Mizoram and All India Service Officers belonging to the cadre of Mizoram Government who retire/retired from a post under the Central Government on or after 1st October, 1982. The Scheme will be operated through the branches of the State Bank of India in Mizoram.

3. Existing State Government pensioners who are drawing their pension from Treasury/Sub-Treasury will be given an option to continue to draw their pension from the Treasury/Sub-Treasury or to draw pension from the Branches of the State Bank of India.

4. Pension will be paid through Bank by credit to the pensioner's Savings/Current Account at Banks Branch selected by him/her. Pension will be credited to the pensioner's Account on the last working day of the month to which the pension relates, except the pension for the month of March which shall be credited on or after the first working day of April. In exceptional cases, due to any reason, such as rush of work on that day, the credit of any pension is delayed, it must be ensured that the credit is given as soon as possible thereafter and in any case before the 7th of the succeeding month for which the pension is due. No bill will be required to be submitted for this purpose. Every pensioner availing of this facility will open Savings/Current Account in his/her own name unless he/she is already having one. Credit to joint Account is not permissible. Pensions will not be paid in cash or through a joint or an "either or Survivor Account." The Account of the pensioner to which his/her pension is credited will not be allowed to be operated upon by the holder of the power of Attorney on his behalf.

5. The detailed procedure to be followed for transfer of pension payment work to Bank and accounting of pension payments under the Scheme is outlined below -

6.1 State Bank of India will immediately nominate a Link Branch in the Headquarters of each District for co-ordinating the work connected with disbursement and accounting of pension payments by their various Branches in the District. Name and address of the Link Branch shall be communicated to the District Treasury Officer concerned and the Accountant General (Accounts), Mizoram, Shillong/Chief Controller of Accounts, Aizawl together with a complete list of other Branches in the District and their addresses.

6.2 TREASURY : On receipt of information specified above, the Treasury Officer will send a copy of the special seal of the Treasury together with his specimen signature (countersigned) by the Manager, State Bank of India conducting Government business at the station) to the Manager/Agent of the Link Branch by name, under registered cover.

6.3 All Treasuries and Sub-Treasuries will take immediate action for renewal of disburser's half of Pension Payment Order of the State Government pensioners under their payment wherever such Pension Payment Orders are torn off.

6.4 PENSIONER : Pensioners who are drawing their pension through Treasuries at present and who are desirous of drawing their pension under this Scheme will apply to the Treasury Officer/Sub-Treasury Officer from whom they are receiving pension in the form (Annexure 'A') in duplicate. Future pensioners will indicate their option in the application for pension.

TRANSFER OF PENSION PAYMENT ORDER BY TREASURY TO LINK BRANCHES OF THE BANK

7.1 In the case of applications received at a Sub-Treasury, the Sub-Treasury Officer shall on receipt of the option immediately forward both the copies of the application together with the disburser's half of the Pension Payment Orders to the District Treasury Officer keeping a note in his records of the Pension Payment Orders so transferred.

7.2 The option application (original copy) of the pensioners received by the District Treasury Officer, directly or through the Sub-Treasury Officer, as mentioned above shall be sent by him under his special seal and together with the disburser's half of the pension payment orders to the nominated Link Branch of the State Bank of India under intimation to the Accountant General (Accounts) Mizoram, Shillong/Chief Controller of Accounts, Aizawl. The documents will be sent to the Link Branch through a messenger or under registered cover. The month upto which pension has been paid by the Treasury Officer/Sub-Treasury Officer and from which pension payment is to be arranged by the State Bank of India Branch will also be clearly indicated. The pensioner will be advised to approach the State Bank of India/Branch specified in his application for receiving future pension payments.

7.3 In respect of new pensioners, the Chief Controller of Accounts, Aizawl while issuing the pension payment order to the District Treasury Officer will also mention on the Pension Payment Order itself the particular Branch of the State Bank of India from which the pensioner has opted to draw pension. The Treasury Officer will forward both the halves of the Pension Payment Order to the concerned Link Branch of the State Bank of India under special seal in the form as given Annexure A-I.

7.4 Each District Treasury will maintain record of all Pension Payment Orders transferred by it to the Link Branch of the State Bank of India including Pension Payment Orders received from the Sub-Treasury for such transfer. The duplicate copies of Pensioner's Option application will be retained in the District Treasury.

TRANSMISSION OF PENSION PAYMENT ORDERS BY LINK BRANCH TO PAYING BRANCH

8.1 The State Bank of India will maintain at their Link Branch a register in the form prescribed for as the Annexure 'B' to serve as index of the pension payments authorised to be made through the Bank in the District.

8.2 The Link Branch will verify the special seal and signature of the Treasury Officer forwarding the disburser's half of the pension payment order (both halves in case of new pensioner) with the special seal and specimen signature on record with the Link Branch.

8.3 The Disburser's half of the pension payment order (in case of new pensioners both halves) and any other documents received from the Treasury Officer, and the original option application of Pensioner for drawing pension through Bank will thereafter be forwarded by the Link Branch to the Branch selected by the pensioner, hereafter referred to as the Paying Branch within three days.

FUNCTIONS OF PAYING BRANCH

9.1 On receipt of documents from the Link Branch as indicated above, and before commencing payment of pension, the paying branch will immediately.

- i) advise the pensioner through a letter in the Form as in Annexure 'G' to appear at the Branch for his/her identification.
- ii) obtain an undertaking from the pensioner in the Form as in Annexure 'H' that excess payment credited to his/her account, due to delay in receipt of any material information or any bonafide error, can be recovered by the Bank and
- iii) obtain, in the case of new Pensioner specimen signatures or thumb impression as the case may be in the space provided for the purpose in the Disburser's portion of the Pension Payment Order and handover Pensioner's portion of the Pension Payment Order to him/her.

9.2 On the first appearance of a pensioner at the paying branch, the Officer-in-Charge/Branch Manager or the designated Officer of the bank will satisfy himself about the identity of a pensioner by ensuring that;

- i) The pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the Pension Payment Order or any other documentary proof establishing his/her identity as pensioner;
- ii) The personal identification marks, if any, on the face or/and hand of the pensioner given in the disburser's portion of the Pension Payment Order have been checked;
- iii) the pensioner bears a close resemblance with his/her photograph as affixed on the disburser's portion of his/her Pension Payment Order;
- iv) the pensioner's specimen signatures or thumb and fingers/great toe impressions, as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of his/her Pension Payment Order, agree with his/her attested signatures or thumb/and fingers/great toe impressions received with the Pension Payment Order; and
- (v) in cases where it is not possible to comply with the requirement at (iv) above due to the pensioner being handicapped, his/her identity may be verified with reference to (i) to (iii) above.

The personal identification of the pensioner as prescribed in the preceeding paragraphs will be only for the first payment of pension at the paying Branch.

In cases of temporary inability to appear in person in consequence of the pensioner's bodily illness or infirmity, verification may be carried out as above, as soon as the pensioner recovers from illness.

In a rare case where the photograph is not available on the disburser's portion, the paying Branch will, in due course, obtain a new photograph (which can be attested by any officer of the State Bank) of the pensioner who has to be properly identified for the purpose and complete the disburser's portion.

The Disburser's portion of the PPOs shall be placed in serial order in a separate file for Mizoram Government Pensioners which must be kept in the personal custody of the authorised officer in a manner that pensioners do not have access thereto.

9.3 No bill will be required to be submitted by the pensioner for drawing pension at his paying Branch. The payment of pension after deduction of tax, vide paragraph 9.4 infra, if any, will be made by the Bank by credit to Savings/ Current Account of the pensioner of the last working day of a month to which the pension relates, except the pension for the month of March, which shall be credited on or after the first working day of April,

If, in exceptional cases, the pension could not be credited on the last working day, it must be ensured that it is credited thereafter, as soon as possible, and in any case, not later than 7th of the month following the month for which pension is due.

NOTE : The term 'Working day' shall be deemed to be a day on which the concerned Paying Branch is open for transacting its ordinary business with the public.

9.4 The paying branch will be responsible for deduction of income tax at source from pension payments in accordance with the rate prescribed from time to time. While deducting such tax from pension paying branch will also allow deduction on account of relief available under Income Tax Act from time to time on production of proper and acceptable evidence of eligible savings by pensioners. The paying branch will issue to the pensioner in April each year a certificate of tax deducted in the form prescribed in the Income Tax Rules. The paying branch will, also issue Certificate of income from Pension to the pensioner in the form as above with necessary modification even in cases where no income tax is deducted at sources, if the pensioner applies for such a certificate in writing.

9.5 The paying branch will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure 'C'. Every payment will also be entered on the disburser's portion of the pension payment order and authenticated by the authorised Officer of the Paying Branch

9.6 Each Paying branch will send advice of pension payments made by it to its Link Branch by the 5th of each month with a certificate of payment recorded on it. The Paying Branch will prepare a scroll in quadruplicate (in the form prescribed in Annexure 'C'). Where the Link Branch and the Paying Branch are one and the same, the payment scrolls will be prepared in triplicate. Retaining one copy of the scroll, for its own records the Paying Branch will forward other copies of the scroll alongwith the advice to the Link Branch. The advice will also be supported by necessary certificates to be submitted by the pensioners under paragraph 14 infra.

9.7 In case there is any change in pension payments in any particular month as compared to the pension payment of preceeding month, for any reason, the paying branch will make a notation 'Change' (Preferably in red ink) alongwith suitable reasons in the Remarks Column of the payment scroll for the month against the effected entry. If in any particular case, pension payment has been stopped entirely for reasons of death of a pensioner or non-submission of any certificate, or transfer of pension account to any other pension paying point, etc. the relevant particulars of the PPO as appearing in the previous scroll are to be included in the scrolls of the month in which change has taken place. However, the amount column therein may be left blank with a notation 'Change' giving suitable reasons against the affected entry. Further a certificate of having made the remark of 'Change' on the scroll may also be appended at the end of the scroll itself.

9.8 Whenever there is change in the basic rate of pension and/or dearness relief on pension, the paying branch shall call back the pensioner's half of the PPO and record thereon the changes, indicating inter-alia, the date(s) from which the changes are effective. After this is done, those halves will be returned to the pensioners.

FUNCTIONS OF THE LINK BRANCH

10.1 On receipt of advice and scrolls alongwith the supporting documents from the Paying Branches in triplicate, the Link Branch will consolidate them.

10.2 Two copies of the scrolls alongwith summary sheet in the form as given in Annexure C.I. will be sent by the Link Branch to the State Bank of India Branch transacting State Government business at the District Headquarters by the 7th of each month.

REIMBURSEMENT TO BANK

11. On receipt of the Scrolls etc. from the Link Branch, the State Bank of India conducting State Government business shall check the scrolls to ensure that they are complete in all respects and are accompanied by the relevant certificates in respect of each payment included therein. Thereafter the net amount of pensions disbursed will be reimbursed by the Branch conducting Government business by debit to the State Government account. A copy of the debit advice in the form of daily Govt. scroll as given in Annexure C. 2 together with both copies of the scrolls and other supporting documents received will be sent to the Treasury Officer. The SBI conducting State Govt. Business will also prepare date

wise monthly statement in triplicate in the form as given in Annexure C.3 and forward two copies thereof to the Treasury Officer will verify the two copies and will send one copy of the verified statement to the SBI conducting State Govt. business. All paying branches will allocate a running number to the monthly scrolls during the financial year.

11.2 The paying reimbursing banks shall ensure that no excess reimbursement is claimed/made. However, if excess reimbursement is made to the paying bank, due to any reason and the amount involved is less than Rs. 1000/- the same may be adjusted through the pension payment scroll of the succeeding month, by the paying branch putting in a short claim to the extent the excess amount involved, with suitable remarks therefor. Where, however, the amount excess reimbursed is Rs. 1000/- or more, the reimbursing bank may prepare immediately an error scroll for the amount for crediting the excess to Government account, and re-covering the same from the bank to which excess reimbursement had been made.

12.1 The Treasury Officer will check the correctness of the totals and thereafter incorporate the transactions in his accounts to be submitted to the Accountant General (Accounts) Shillong, Chief Controller of Accounts, Aizawl alongwith the original copy of the scroll and related documents. The duplicate copy of the scroll will be retained in the Treasury.

12.2 The Treasury Officer will be responsible for accounting of the gross pension and deductions towards income Tax while rendering the Treasury Accounts to the Accountant General (Accounts)/Chief Controller of Accounts, Aizawl.

13. On receipt of the Treasury accounts, the Accountant General, (Accounts) Shillong/Chief Controller of Accounts, Aizawl will adjust the transactions in the usual manner.

14. CERTIFICATE TO BE FURNISHED BY THE PENSIONERS :

14.1 LIFE CERTIFICATE : The Pensioner would be required to submit a life certificate once a year in the month of November each year in the form prescribed in Annexure 'D' (1), Officers of the State Bank of India are authorised to give life Certificates for this purpose.

In case a pensioner is unable to obtain Life Certificate from an authorised State Bank Officer on account of serious illness/incapacitation etc. an intimation to this effect

from the pensioner about his/her inability to appear in person may be sent by him/her to the Officer-in-charge of the paying branch, so that the latter may nominate an Officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate,

14.2 NON-EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE :

The pensioner would be required to furnish a Certificate of non-employment or an employment/re-employment in a department/Office of Central or a State Government or Union Territory or in a Company, Corporation, an Undertaking

or an Autonomous Body or a registered society of Central or State Government or a Nationalised Bank including Reserve Bank of India or the State Bank of India or a Local Fund (yearly i.e. in the month of November each year) in the form prescribed in Annexure D(11)(i). In cases in which non-employment Certificate is not furnished by the pensioners, particulars of re-employment should be indicated. In cases of re-employment under authorities mentioned above the payment should be limited to the basic pension; temporary increase sanction from time to time shall not be paid in such cases.

All India Service Officers and Group A and B Officers of Mizoram State are required to furnish declaration yearly in the Month of November each year in form prescribed in Annexure 'D'(11)(ii) about acceptance/non-acceptance of commercial employment within two years from the date of their retirement. They are also required to furnish declaration in November each year in prescribed form Annexure D(11)(iii) about acceptance/non-acceptance of any employment under any Government outside India or under an International Organisation of which India is not a member. Where such employment has been accepted, without obtaining Government's approval, the Paying Branch will seek Government Orders through the Treasury before making further pension payments.

The pension including element of temporary increase for November and onward may not be credited by the Bank in case the pensioner fails to submit requisite certificate except non-employment or an employment/re-employment certificate on due date only the element of temporary increase for November and onward may not be credited by the bank but pension will continue to be credited.

14.3 NON-RE-MARRIAGE/NON-MARRIAGE CERTIFICATE :

In the case of widow recipients of Family Pension, no Certificate of Non-remarriage is required to be furnished by her. An undertaking will, however, be obtained from the widow at the time of commencement of pension to the effect that, in the event of her re-marriage, she will report the fact of re-marriage to the pension disbursing officer promptly.

In the case of other recipients of Family Pension (a widower or an unmarried daughter) the Certificate of non-re-marriage/non-marriage in the Form prescribed in Annexure D (III) is required to be furnished by the recipient yearly (i.e. in November) for the drawal of Pension for the month of November.

14.4 The Paying Branch will indicate compliance of these requirements in the advices and scrolls sent to the Link Branch.

TRANSFER OF PENSIONS

15. Applications for transfer of Pensions may fall under any of the following categories.

- i) Transfer from one Paying Branch to another of the State Bank of India at the same station or in the same District OR
- ii) Transfer from one place to another in a different district OR
- iii) Transfer of pension payment orders from one state to another.

15.1 Request falling under category (i) above may be entertained by the State Bank itself. The Paying Branch will indicate on the disburser's portion of the Pension Payment Order the month upto which the payment has been made and will thereafter return the disburser's portion of the Pension Payment Order to the Link Branch. On receipt, the Link Branch will make necessary entries in the register maintained by it in the form in Annexure 'B' and forward the Pension Payment Order (Disburser's Portion) to the other Paying Branch for making future pension payments under intimation to the District Treasury of the change.

15.2 In cases falling under categories (ii) above, the Paying Branch will return through its Link Branch, both the portions of the Pension Payment Order to the District Treasury Officer indicating the month upto which pension payment has been made. On receipt the District Treasury Officer will take necessary action for payment of the pension at a Branch of the State Bank of India, or the Treasury/Sub-Treasury as per the pensioner's request.

15.3 In a case falling under categories (iii) the Paying Branch will return through its Link Branch both the portions of Pension Payment Order to the District Treasury Officer indicating the month upto which pension payment has been made. On receipt the District Treasury Officer will take necessary action as per existing procedure governing transfer of Pension Payment Order from one state to another.

15.4 To avoid the risk of over payment at the time of transfer the Paying Branch of the State Bank of India shall record on both the halves of the Pension Payment Order a Certificate as "Certified that payment of Pension upto the month of ————has been made and that this Pension Payment Order consists of ————continuation sheets for recording disbursement". from one State to another.

15.5 Except for the reasons stated above the transfer of a pension from one payment point to another will not ordinarily be permitted.

PARA 16 : TEMPORARY INCREASE (T.I.)

Whenever any additional temporary increase on pensions is sanctioned by Govt. of Mizoram, the required numbers of copies of the sanction orders along with the ready-reckoner thereof will be sent by the Fin. Deptt. to the authorised representative (by name) of each Link branch of SBI at the address given by the letter. Thereafter it shall be the responsibility of the link branch to send them immediately to the paying branches within ten days, for implementation. Each paying branch will promptly determine the revised rates of temporary increase on pensions payable to the Mizoram Govt. Pensioners under its payment. The calculations of these rates applicable to individual pensioners would be made as in Annexure 'F' and they will be noted in bank's copy of the PPOs along with the date(s) from which relief would take effect, under attestation by the Branch Manager or in-charge before commencing payment of temporary increase at the revised rates and/or payment of arrears, if any, due to the pensioners on this account.

16.2 Each Link Branch will be responsible for ensuring that:—

(a) Copies of Orders sanctioning temporary increase have actually been received by their Paying Branch.

(b) Payment of temporary increase at the revised rates to the Pensioners has been commenced by them without undue delay, and

(c) Cases in which the verification or intimation of entitlement of temporary increase at the revised rates had been delayed for more than one month are taken up with the Treasury Officers and cases involving delay exceeding three months are brought to the noties of the Chief Controller of Accounts, Aizawl for taking remedial action with a copy to Finance Department (Senior Accounts Officer), Aizawl.

COMMUTATION OF PENSION

17. In the case of commutation of Pension payable through State Bank of India on receipt of communication from the Chief Controller of Accounts, Aizawl authorising commutation and indicating the revised rate of Pension payable after commutation, the Treasury Officer will forward it, in the form as given in Annexure G.I under his seal, to the Paying Branch through the Link Branch of the State Bank for arranging payment. On receipt of the communication the Paying Branch will :—

(a) arrange immediately payment of the commuted portion of the pension and indicate in the related payment scroll against this item the Chief Controller of Accounts' letter as authority.

(b) enter the date of commutation payment and date from which the reduced pension is payable (as indicated in the commutation sanction) in the disburser's portion of the Pension Payment Order immediately and on the pensioner's portion of the Pension Payment Order at the earliest opportunity.

(c) commence payment of reduced pension and simultaneously arrange recovery of excess payment made, if any to the pensioner.

(d) advise the District Treasury Officer through the Link Branch the date on which payment of commuted portion of pension was made and the date from which payment of reduced pension has commenced.

The Link Branch will also make appropriate entries in its records on the basis of such intimation.

17. A. : REVISION OF PENSION :

In cases where the amount of pension payable is revised for some reason, payments at the revised rate, including arrears, if any, may be arranged in the following manner :

(a) On receipt of an amendment letter in the form as given in Annexure G. 2 from Treasury Officer indicating (i) the revised rates of pension and (ii) the date(s) from which the revised rate is effective, transmit the letter urgently to the concerned paying branch under advise to the pensioner after subjecting the amendment letter to the requisite verification and after making necessary correction in the Index Register of Pension Payments

(Annexure B) maintained by the Link Branch. The paying branch will, on receipt of the amendment letter, carry out the requisite corrections on both the copies of the affected PPO under attestation by the Branch Manager or In-charge, quoting thereon as authority, the Treasury Officer's letter. The pensioner's copy of the PPO will be obtained by the paying branch from the pensioner for making these corrections. Simultaneously a note to the effect that have been made in both the copies of the PPO will also be made on the amendment letter.

(b) Before making paying, the paying branch will draw up a due and drawn statement of pension and Temporary Increase due thereon. Further action to pay the pension and the dearness relief at the revised rates based on the amended PPO, from the date the revision takes effect, alongwith arrears, if any, will then be taken by the paying branch.

18: ARREARS OF PENSION :

18.1 In cases other than those in which arrears of pension arise due to the death of a pensioner, if the pension has not been credited by the bank, to the account of a pensioner for any reason for a period exceeding one year, as for example, for want of a life certificate, details thereof and reasons for not crediting the pension, if known, shall be communicated to the Treasury Officer through the Link Branch by means of a report send half yearly on 1st April and 1st October each year, to enable the Treasury Officer to report such cases to the Chief Controller of Accounts as per provision under rule 371 of the Central Government Compilation of the Treasury Rules, (CTRs) Volume 1.

18.2 The arrears on the above account shall be paid by the paying branch only receipt of sanction of competent authority (as specified in rule 369 of CTRs), which will be obtained by the Treasury Officer on receipt of intimation through the Link Branch that the particular payment shown as outstanding in the half yearly returns has been claimed by or, on behalf of the concerned pensioner. For this purpose, the number and the date of letter with which the half yearly report was sent shall be indicated by the paying bank. However, if the arrears do not exceed Rs. 10,000/- and do not involve the first payment of pension, and if they have arisen due to late submission of the prescribed certificates by the pensioner, they may be paid by the paying branch after obtaining specific orders of the Manager/Officer-in-charge who would sanction the payment after personally due, the certificates furnished has/have been duly countersigned, and the claims has remained undrawn due to unavoidable reason. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half yearly return through which non-drawal had been reported.

18.3 If, in such cases, pension has not been credited to the account of the Pensioner for a period of three years, the disburser's portion of the PPO should also be returned to Treasury Officer through the Link Branch, with suitable endorsement thereon, specifying the date upto which the pension was credited in the pensioner's account. Payment of arrears in such cases will be made as also payment of current pension resumed by the paying branch only on receipt book of the PPO with a sanction of the competent authority through the Treasury Officer/Link Branch.

ARREARS OF PENSION ON DEATH OF PENSIONERS :

19. Pension can be drawn for the day of the pensioner's death irrespective of the time of death. On death of a Pensioner the Paying Branch will obtain Death Certificate on the Pensioner and work out any arrear due to the deceased or over payments, if any, made to him. It will immediately take action to recover the over payments from the deceased's Account or which Bank would have obtained an undertaking from the Pensioners as provided in para 9 above. For payment of arrears, if any to the heir of the deceased Pensioner in case of valid nomination by the deceased Pensioner exists, payment will be made to the nominee as per the nomination and if the deceased Pensioner had not submitted any nomination, for the payment of arrears of Pension, the Banks will seek the advice of the Chief Controller of Accounts through the District Treasury Officer, furnishing information regarding the date of Pensioner's Death, amount of arrear due in respect of the deceased Pensioner and particulars of claiming payment and the authority, if any, on which their claim is based.

FAMILY PENSIONS :

20. The Pension Payment Order issued by the Chief Controller of Accounts will indicate the entitlement in respect of Family Pension to the widow/husband consequent in the death of the Pensioner. The District Treasury Officers are authorised to commence payment of Family Pension on receipt of Death Certificate of the Pensioner and the application for grant of Family Pension in the form at Annexure 'E'.

20.1 In case of Pensioner drawing their pension through Bank, payment of Family Pension at the rate indicated in the Pension Payment Order may be commenced by Paying Branch on receipt of Death Certificate and application for Family Pension in form at Annexure 'E' alongwith the Pensioner's portion of the Pension Payment Order. The Paying Branch of the Bank will enter the date of the death of the Pensioner in the Disburser's portion of the Pension Payment Order and also make entries in the Pensioner's Portion and in the register in form at Annexure 'C'.

20.2 Payment of Family Pension will be made by credit to Savings/Current Account of the recipient (not a joint or either of survivor account) which may be opened if the recipient does not already have one. Additionally an undertaking, similar to the one referred in para 9 above will be obtained by the Paying Branch of the Bank from the recipient before the Family Pension is paid.

The Paying Branch will also intimate the District Treasury Officer through the Link Branch the date of Pensioner's death and commencement of payment of Family Pension for keeping record under intimation to the Chief Controller of Accounts, Aizawl.

20.3 The Paying Branch will be responsible for obtaining Life Certificate, Non-marriage/non-re-marriage and non-employment/re-employment Certificate from the recipients of family pension yearly in the month of November each year in the form prescribed in Annexure 'D'.

20.4 In case, a report about the death of Pensioner is received by Paying Branch of the Bank from a source other than the widow or widower of the deceased, the Manager shall, after satisfying himself about the correctness of the report, write to the family members as in Annexure I at the address given in the Pension Payment Order seeking compliance of formalities, so that payment of Family Pension to the entitled person (s) is commenced early.

20.5 When pension ceases to be payable to a Pensioner/recipient of family Pension on death etc. the Paying Branch will make necessary entries in the Pension Payment Order and its records and return it to the District Treasury Officer through the Link Branch who will amend his records likewise.

20.6 In case where the son or daughter of a Government Servant is from any disorder or disability of mind or is physically crippled or disabled, so as to render him or her unable to earn a living even after attaining the age of 25 years, he/she will be paid Family Pension beyond the maximum age limit referred to above on production of authority issued by the Chief Controller of Accounts, Government of Mizoram, Aizawl.

However, in cases of Family Pension to children, the guardian shall be required to furnish certificate every month that (i) he or she has not started earning his/her livelihood, (ii) in case of a girl, that she has not got married.

MISCELLANEOUS:

21. If all the cases for entering monthly payments in the disburser's/Pensioner's portion of Pension Payment Order got fully used up, the Paying branch may add extra-sheets with similar columns for noting further payments. A suitable entry will be made by the Paying Branch on the Pension Payment Order (Disburser's/Pensioner's portion) whenever a continuation sheet is added, specifying the number of cases on the sheet.

22. The Bank will indemnify the Government against any wrong or over payment to Pensioners and execute necessary indemnity Bond in the Form as in Annexure 'J'. To safeguard their own interests the Bank may obtain an undertaking from the Pensioner in the form as in Annexure 'H' that excess payment credited to the accounts of the Pensioners can be recovered by the Bank.

23. The Accounts, records and registers maintained in the branches of the Bank making pension payments and also in the Link Branch shall be opened to audit by the Comptroller by him in this behalf.

24. If both the halves of a Pension Payment Order are reported to have been lost in transit due to floods, etc before commencement of Payment of Pension, the Paying Branch to which the matter is reported, will address the Chief Controller of Accounts through the usual channel i.e. requesting for issue of a duplicate concerned pensioner. Before initiating action in this behalf, the Paying Branch will,

however, verify from the Register of Payment of Pension (Annexure 'B') that no payment has been made to the Pensioner and confirm this fact to the District Treasury Officer while writing for a duplicate Pension Payment Order. The Paying Branch will also take the following action before commencing payment in such cases on receipt of duplicate Pension Payment Orders.

(a) The fact that no payment is to be made against the original Pension Payment Order will be prominently mentioned in the 'Remarks' column of the Register of Payment of Pension (Annexure 'B') while noting that in the particulars of the duplicate Pension Payment Order.

(b) A declaration from the Pensioner to the effect that he has not already received any payment against the original Pension Payment Order; and also an undertaking from him to the effect that he will surrender to the Paying Branch the original Pension Payment Order, if traced out later and will not claim any payment on its strength, will be obtained from the pensioners and kept on record.

(c) It will ensure that no payment has been made to the Pensioner on the basis of original Pension Payment Order during the period following the report made to the District Treasury Officer as regards its reported loss.

ANNEXURE — 'A'

(See para 6.4)

Application for drawal/switchover of Pension Payment through State bank of India.

(To be submitted in duplicate)

To

The District Treasury Officer/
The Sub-Treasury Officer

.....(Place)

Sir,

I opt to draw my Pension through Bank and give below necessary particulars to enable you to make arrangements in this regard ;

PENSIONER'S PARTICULARS :

- (a) Name :
- (b) P.P.O. No. :
- (c) Present Address :

BANKS PARTICULARS :

- (a) Name of branch of SBI where payment is desired :
 (b) Account No. at the Branch to which pension is to be credited :
 Not "Joint" or "Either or Survivor" account.

Place :

Yours faithfully,

Date :

(Signature)

Pensioner's Specimen Signature

**FOR USE IN THE SUB-TREASURY**

Forwarded to the Treasury Officer alongwith Disburser's half of Shri/Smt/
 Kum. The Pension has been paid for the period upto the
 month of

Sub-Treasury Officer

FOR USE IN TREASURY

Forwarded to the Manager/Agent The Disburser's half/
 both halves of Shri/Smt/Kum. bearing P.P.O. No.
 is (are) sent herewith. The Pensioner has been paid pension @ Rs.
 P.m. and dearness relief thereon @ Rs. p.m. upto the month
 of

Station :

Date :

Treasury Officer,
(with his seal)

SPECIMEN

ANNEXURE A-I (See para 7.3)

**SPECIAL SEAL AUTHORITY ISSUED BY TREASURY OFFICER ON SBI
 IN RESPECT OF NEW PENSIONERS**

(To be prepared in 5 copies)

No.

Dt.

To

The Manager (Link Branch)
 State Bank of India

.....

.....

You are requested to make pension payment as per this authorisation below.
 Full details are given in the enclosed PPO No. to Shri/Smt
 holder of PPO No.

Paying Branch

Saving Bank/Current Account No

Category of Pension

PPO Issuing Authority

Basic Pension Per month Date of commencement of pension

Residual Pension Date of commencement

Per month of Residual Pension

Family Pension at Enhanced Rate From To

Family Pension at Normal Rate From To

Commutated value if any to be paid by Bank (otherwise indicate NIL).

Notes :

1. The Pensioner's portion of the PPO may please be handed over to the pensioner after identification.
2. Dearness Relief and Interim Relief to be paid automatically as whenever announced by State Govt. from time to time.
3. Family Pension at enhanced rate is payable for seven years or upto the date shown above whichever is earlier.
4. Family Pension will be payable to widow/widower upto death or remarriage whichever is earlier.

Signature of Treasury Officer.

Copy to :

1. Pensioner Shri/Smt
2. CCA, Aizawl.
3. Head of Office from where retiring.

ANNEXURE—B (See para 8.1)

Index register of pension payments authorised through Branches of the bank.

Name of pensioners	Number of the pension payment order (PPO)	Monthly amount of pension (basic pension & relief to be shown separately)	Branch at which the payment is to be made	Date from which pension payment will commence	Remarks
1	2	3	4	5	6
1.					
2.					
3.					

Note :

- 1) Each entry should be attested by the nominated Officer of the Link Branch of the Bank.
- 2) Additional entries may be provided under Reserve Bank's Instructions.

ANNEXURE—C (See para 9.5)

Name of pensioner	No. of the pension payment order (PPO)	Period for which the pension is paid	Amount of the pension (basic pension & T.I* to be shown separately)	Recovery of over payment if any.	Income tax deduction.	Net Amount Paid	Allocation of pension as indicated in the PPO	Remarks
1	2	3	4	5	6	7	8	9

NOTE :

1. Each entry should be attested by the nominated officer of the branch at which the payment is made.

T.I.*— Temporary Increase.

2. Additional entries may be provided under Reserve Bank's Instructions.

ANNEXURE—C.I

(See Para 10.2)

SUMMARY SHEET OF PENSION PAID BY PAYING BRANCHES

(To be prepared by link branch of SBI in duplicate and sent to the Branch conduction State Govt. Business)

Link Branch Code

Link Branch Address Date

Paying Branch Name	Categories of Pension						Total lto 6
	Superan- nation pension	Family pension	Com- muta- tion	Gratui- ty	Pen- sion to MLA	other pen- sion	
	1	2	3	4	5	6	
1.							
2.							
3.							
4.							
5.							
TOTAL							

Sd/-
Manager

ANNEXURE C. 2

(See Para 11.)

Debit Advise/Daily Government Debit Scroll

(To be prepared in duplicate by Branch dealing with State Govt. Business)

Branch Code ----- Dated -----

Link Branch Address	Date	Payment
TOTAL :		

Sd/-
Manager

ANNEXURE C.3

(See Para 11)

Date wise Monthly Statement (DS)

(To be prepared in four copies by Link branch dealing with Govt. Business Branch)

Branch Code _____ Month _____

Date	Payment

Sd/-
Manager
Date

ANNEXURE—D
(See para 14. 1)

Certificates to be submitted by pensioner

1. LIFE CERTIFICATE

Certified that I have seen the pensioner (Name of the pensioner) holder of payment order and that he is alive on this date.

Place :
Date

Name
Designation
(of authorised officer)

II. NON-EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE
(See para 14.2)

i) I declare that I have not been serving in any capacity either in a Government department/ office, Company, Corporation, autonomous body or society of Central or State Government or Union or a Nationalised Bank including RBI or the SBI or a Local Fund during the year ended in November, 19_____

OR

I declare that I have been employed/re-employed in the office _____ which is a part of/financed by _____ Government and was in receipt of the following monthly rates of emoluments during the year ending November, 19_____ or during the months of _____falling within the said year.

a) Pay _____
Special Pay _____
Allowances _____
(Including D.A., A.D.A. etc.)

OR

b) Honorarium

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the employment period.

*(ii) I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India after obtaining previous sanction of the Government and none of the conditions, if any, attached thereto by Government and none of the conditions, if any, attached thereto by Government has been violated/without obtaining previous sanction of the Government.
NOTE : This declaration is required to be given for a period of two years from the date of retirement.

- (iii) I declare that I have not accepted employment under Government outside India/an International Organisation of which Government of India is not a member.

OR

I declared that I have accepted employment under Government outside India/an International Organisation of which Government of India is not a member after obtaining the previous sanctions of the Government and none of the conditions attached thereto by the Government has been deviated from/without obtaining previous sanction of the Government

Place : Signature
Date : Name of the Pensioner ... -
P.P.O. No

Certificates (ii) and (iii) are to be furnished only by All India Service Officers and Class I and II Officers of Mizoram state.

ANNEXURE-D III, CERTIFICATE OF NON-REMARRIAGE/ NON-MARRIAGE.

(See para 14.3)

I hereby declare that I am not married that I have not been married during the past year.

OR

*I hereby declare that I have not re-married and I undertake to report such an event promptly to the Treasury/Bank.

(* Applicable only for widow recipient of family pension and to be furnished only once).

Place : Signature
Date : Name of Pensioner
P.P.O. No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Place : Signature of a responsible
Date : Gazetted Officer.

Name :
Designation :

~~ANNEXURE~~ 4 E

(See Para 20)

FORM OF APPLICATION

Application for Family Pension to the family of late Shri/Smt) _____
 (Designation) _____ in the Office/Department of _____

1. Name of Applicant :
2. Relationship to the deceased
Government servant/Pensioner :
3. Date of retirement if the
deceased was a pensioner :
4. Date of death of Government :
Servant/Pensioner.
5. Name and ages of surviving
children of the deceased :
6. Widow/Widower Sons : --Name --Date of Birth
Unmarried daughters.
7. Name of Treasury/Sub-Treasury/
Bank Branch at which payment
is desired.
8. Signature or left hand
thumb impression (in the
case of illiterates).
9. Description roll of widow/
widower/guardian of the _____
minor children of late _____

(I) Date of birth.

(II) Height.

(III) Personal marks, if any,
on hand or face.(IV) Left hand thumb and
finger impressions.Small
finger
_____Ring
finger
_____Middle
finger
_____Index
finger
_____Thumb

ANNEXURE—E

10. Full address of the Applicant

Attested by :

(I)
(II)

Witness :

(I)
(II)

NOTE :

The descriptive roll (column-8) signature or left hand thumb and finger impressions accompanying applications for Family Pension should be in duplicate in two separate sheets and attested by Gazetted Officer or Pensions of respectability in the Town, Village etc.

ANNEXURE—F

(See para 16)

STATEMENT OF ENTITLEMENTS OF TEMPORARY INCREASE
TO STATE PENSIONERS SANCTIONED GOVERNMENT
ORDER NO-----DATED -----

Sl. No.	Name of pensioners	PPO No.	Date of retirement.	Amount of original pension/family pension/Extraordinary pension (prior to commutation if any)	Percentage of temporary increase to be applied to amount indicated in col. 5)	Amount of temporary increase payable.	Remarks.
1	2	3	4	5	6	7	8

Station :

Date :

Signature of the Manager or
in-charge of the Paying Branch
with stamp.

Forwarded in triplicate to the Treasury Officer.

Station :

Date :

Authorised Signature of the Link
Branch office with stamp/seal.

Returned, the amounts indicated in column 7 have been verified and found correct subject to the correction (to be attested by the Treasury Officer) indicated in the Remarks Column.

To Treasury Officer

The Manager/Officer-in-charge
Explanatory Notes.

ANNEXURE—G
(See para 9.1)

..... Bank
..... (Name of branch)
..... (Station)
No. Dt.
To,
Sh/Smt

Subj :- Payment of pension through State Bank of India.

Sir/Madam,
Your papers including pensioner's half of P.P.O. have been received in this branch. You are requested to call urgently at this branch for personal identification and bring with you the following documents on any working day in between to.....

(i) Personal copy of the letter issued by the Accountant General forwarding your P.P.O. to the Treasury Officer.

*(ii) Non-employment certificate in Form enclosed.

(iii) In the case of deceased Government servant, Certificate of non-marriage of a widow/widower or of non-marriage by daughter who have not attained the age of 25 years (form enclosed.)

(iv) Undertaking for refund of excess amounts.
(if any) overpaid (form enclosed).

(v)

(vi)

(viii)

2. Your photo has not been received alongwith P. P. O. you are requested to bring with you a joint passport size photo of yourself and your spouse.

3. You are also required to open a savings/current account in your name (not 'joint' on either or survivor account) with this branch requisite forms for opening a new account are also enclosed.

Yours faithfully,

(Manager/Branch-in-charge)

*(Strike out if not applicable).

ANNEXURE—G.I
(See Para 17)

Special Seal Authority for Commutation

(To be prepared in 5 copies)

(if commutation after retirement and after sanction of normal pension)

No.....

Date.....

To

The Manager,
State Bank of India,

Subject : Commutation of pension of Shri/Smt
..... holder of PPO No
..... at Branch
(S.B.A./C No)

Sir,

An amendment letter No date in respect of PPO mentioned above is enclosed in original. This modification is to be made in both the copies of the PPO and payment arranged as under :

- | | |
|---|-----|
| 1. Commuted value of pension | Rs. |
| (A) Basic Pension | Rs. |
| (B) Pension Commuted | Rs. |
| (C) Reduced Pension payable after commutation | Rs. |

NOTE :

(i) Reduced monthly pension will take effect from the date following the date the commuted value is credited to pensioner's account.

(ii) Dearness relief & Interim Relief as admissible will however, continue to be calculated on full basic pension as at (A) above.

Yours faithfully,
Treasury Officer.

Copy to :

1. Pensioner Shri/Smt
(Name & complete address of pensioner).
2. CCA, Aizawl
3. Head of Office from where retiring

ANNEXURE - G. 2
(See para 17A)

Special Seal Authority for Revision of Pension

(To be prepared in 5 copies)

To

The Manager,
State Bank of India,

Subject : Revision of Pension of Shri/Smt
holder of PPO No at paying
Branch (S.B.A/C No.)

Sir,

An amendment letter No date in respect of PPO mentioned above is forwarded herewith in original. The modification is to be made in both the copies of the PPO and payment made as under :

Revised pension (per month)

Revised Basic Pension	Rs.
Revised Pension Commuted	Rs.
Revised Reduced Pension	Rs.

NOTE : Dearness Relief & Interim Relief to be allowed as admissible from time to time.

Yours faithfully,
Treasury Officer.

Copy to :

1. Pensioner Shri/Smt
2. CCA, Aizawl
3. Head of Office from where retiring

ANNEXURE—H
(See para 9.1)

SPECIMEN OF LETTER OF UNDER-TAKING

The Branch Manager,
Bank (Name of Bank)
Branch (Name of Branch)

Dear Sir,

Payment of Pension under P.P.O.
No. Through your office

In consideration of your having at my request agreed to make payment of pension due to me every month, by credit to my account with you, I, the undersigned agree and undertake to refund or make good any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the Bank from and against and loss, suffered or incurred by the Bank in so crediting my pension to my account under the Scheme and to forthwith pay the same to the Bank and also irrecoverably authorised the Bank to recover the amount due by debit to my said account or any account/deposits belonging to me in the possession of the Bank.

Signature :
Name :
Address :

Yours faithfully

Date :
Witness

(I) Signature :
Name :
Address :

(II) Signature :
Name :
Address :

ANNEXURE-I

(See para 20.4)

.....Bank

.....Branch

.....

.....

No. Dated

To,

Smt/Sh

.....

.....

Subj :--

Claim for family Pension

Dear Madam/Sir,

*it is understood that Sh/Smt

Holder of P.P.O. No. has since died.

OR

*Please refer to your letter No.-----

Dated----- claiming Family Pension after the death of

Sh/Smt -----pensioner, holder of

P. P. No. -----

You are accordingly requested to call at-----branch of the Bank on any day between ----- to ----- for personal identification and completion of formalities before payment of family pension is commenced.

2. You are also requested to furnish to this Bank the documents (forms enclosed) mentioned below-

i) Application in Form as in Annexure-E of the Scheme.

ii) Certificate of non-remarriage/non-marriage (non-remarriage certificate for widow/widower family pensioner and non-marriage certificate for daughter (s) of deceased pensioner).

iii) Undertaking for refunding excess amount if any, paid after commencement of payment of family pension.

3. You are also requested to bring with you the following :-

- i) Death Certificate of Sh/Smt _____ deceased pensioner.
- ii) Pension payment order (Pensioner's half)
- iii) Pass Book in case you have already a bank account with the above mentioned branch in your name.

Yours faithfully,
Manager,

_____ Branch
_____ Bank

*Delete whichever is not applicable.

ANNEXURE—J (See para—21)

Form of Indemnity Bond to be executed by Public Sector Banks in connection with payments of pensions on behalf of the Government of Mizoram.

This Indemnity executed at.....this.....day ofone thousand nine hundred and ninety.....by.....a
(Name of the Banks)

banking company established under the State Bank of India Act, 1955 and having its Head of Office at.....(hereinafter referred to as "the bank" which term shall unless repugnant to the context, include its successors and assigns finally binds themselves in favour of the Governor of Mizoram for any loss caused to the Government for any wrong or over-payment made for the payment of pension.

2. Whereas the Government of Mizoram (hereinafter referred to as "the Government") have decided to provide facility to certain pensioners of the Government to receive their pension at any Branch of the Bank in terms of the orders issued in this behalf by the Government in force from time to time and subject to the Bank's agreeing to indemnify the Government of Mizoram, against any loss caused to the Government on account of a wrong or over-payment that may be made by the Bank.

3. And whereas the Bank has agreed to arrange payments on behalf of the Government to such pensioners by credit to their savings/current accounts and to indemnify the Government by executing this indemnity.

4. Now this indemnity witnesses that in pursuance of the said agreement the Bank does hereby covenant with, and undertake to, the Governor of Mizoram and his successors in office, that in consideration of the Governor of Mizoram agreeing to pay to the Bank from time to time the amount of the pensions due

to pay by the Bank to the said pensioners of Government who are the constituents of the Bank, the Bank hereby agrees and undertakes to refund to the Governor of Mizoram on demand and without demur any amount which is so paid to the Bank by the Governor of Mizoram if it is found or established not to have been paid wholly or in part to the pensioners concerned by the Bank or any amount, which has been paid to a pensioner including any person including any family pension, was or is due, or any amount which had been wrongly paid, or any amount which has been paid otherwise than, or in excess of, the authority granted and instructions issued to the Bank by the Government or the Reserve Bank of India from time to time

5. The Bank hereby agrees that the amount of money so to be refunded/repaid when demanded by the Government from the Bank as due and payable to the Government by the Bank on account aforesaid shall be conclusive as to the amount due, and the liability of the Bank to pay the said amount to the Government.

6. The Bank hereby agrees with and undertakes to the Governor of Mizoram and his successors in office that it shall furnish to the authority specified or nominated in this behalf by the Governor of Mizoram such information relating to the pension in question which have been paid by the Bank as may be called for by such authority from time to time having regard to the provisions of any law which may for the time being be in force or the practice among bankers in regard to the secrecy of their information relating to their customer's accounts.

7. The stamp duty payable on this document will be paid by the Governor of Mizoram.

IN WITNESS WHEREOF THE

Bank HAS CAUSED THESE PRESENTS to be executed on its behalf the day and year first herein above written.

SIGNED AND DELIVERED BY

on behalf of the Bank in the presence of

1)

2)

Witnesses.

Deputy Secretary-cum-Budget Officer,
Government of Mizoram,
Finance Department.

ANNEXURE—K

I—IMPORTANT FUNCTIONS OF THE C.C.A. AIZAWL

1. To take application for drawal of pension through S.B.I. in option Form—Annex re 'A' (For Fresh cases).

2. To issue PPO and send to T.O. impression of his special seal and specimen signature.

Apart from filling-in requisite details in PPO, will mention particular paying branch of the SBI from where the pensioner has desired his payment of pension.

4. On receipt of the Treasury Account, the AG(A/cs), Shilong/CCA. Aizawl will adjust the transactions.

II—IMPORTANT FUNCTIONS OF THE TREASURY OFFICER/SUB-TREASURY OFFICER

1. Shall forward impression of special seal of the Treasury alongwith the specimen signature of the T.O. to the Link Branches of the S.B.I.
2. To take application for drawal of pension through S.B.I. option form (Annexure 'A' for existing pensioners-switch-over).
3. To maintain record of all PPOs after forwarding to the Link branches through special messenger or under Registered cover.
4. To verify the statement of Temporary Increase in pension received from the Link branches.
5. Shall renew the disburser's portion of the PPO, where torn-off.
6. Shall incorporate the pension transactions in his Accounts to be submitted to A.G. (A/cs), CCA, Aizawl after proper scrutiny of the scrolls, summary-sheet, etc.

III—IMPORTANT FUNCTIONS OF THE LINK BRANCH

1. To verify the special seal impression and specimen signature of the Treasury Officer.
2. Shall maintain Index-register in prescribed form (Annexure B) for pension payments authorised to be made through their paying branches.
3. Forwarding of pension documents to the paying branch selected by the pensioner through special messenger or under Registered cover.
4. Shall prepare Summary sheet on receipt of advice and scrolls alongwith the supporting documents from the paying branch (Annexure 'C.I').
5. Link branch transacting State Government business shall ensure correctness, verify certificates, etc.
6. Net amount will be reimbursed to the paying branch debiting the State Government A/cs.
7. Copy of debit-advice alongwith supporting documents/vouchers will be sent to the Treasury Officer by 5th of each month.

IV—IMPORTANT FUNCTIONS OF THE PAYING BRANCH

1. On receipt of documents from the Link Branch, the Paying Branch will advise the Pensioner to appear at the Branch - (Annexure 'G' and 'T).
2. Paying Branch will verify the identification-marks, photograph, specimen signature.
3. To see personal copy of the intimation regarding the issue of the PPO or any other documentary proof.
4. Paying Branch will obtain an Undertaking (Annexure 'H') from the pensioner regarding recovery of excess-payment.
5. Paying Branch will hand-over pensioner's portion of the PPO to the pensioner.
6. Will keep the Disburser's portion of the PPO in serial order in a separate file.
7. To credit pension to the S.B./Current/Acs of the pensioner on the last working day of the month. (Except the pension for the month of March).
8. To deduct Income-Tax at source from the pension payment on prevailing rates. Issue certificate of Tax-deduction and certificate of income from pension to the pensioner.
9. To obtain certificate (s) viz. Life, Non/Re-employment, Non/Re-marriage-Annexure 'D') from the pensioner on the prescribed date, i.e, in the month of November every year.
10. To enter every payment in Disburser and Pensioner's portion of PPO.
11. To maintain a detailed record of the pension payment in the prescribed form/scroll (Annexure 'C').
12. To send advice of pension payment alongwith pension payment scrolls to the Link Branch.
13. Certificate by the Paying branch 'It is certified that the payment of pension has been made to each pensioner and included in the scrolls and the Pension Payment Register'.