

GOVERNMENT OF MEGHALAYA

SCHEME

FOR PAYMENT OF PENSION

BY

SELECTED PUBLIC SECTOR BANKS

FINANCE (PENSION CELL) DEPARTMENT

(COPY)

ANNEXURE – I
[See para 3 (b) (i)]

Application for drawal of pension through Public Sector Banks

(To be submitted in duplicate)

To

The Treasury/Sub-Treasury Officer,
(Place)

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regards :

1. Particulars of Pensioner.

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

2. Particulars of authorised PSB.

- (a) Name
- (b) Branch where payment desired.

3. *Pensioner's S.B./Current Account NO. at the Branch to which pension is to be credited.

Yours faithfully,
(Pensioner)

Place :

Date :

*(Not 'joint' or either or 'survivor' account) pensioner's
Specimen Signature

FOR USE IN SUB-TREASURY

Forwarded to the Treasury Officer along with Disburser's half of Shri/Smti/KM..... the pension has been paid for the period upto the month.....

Sub-Treasury Officer.

FOR USE IN THE TREASURY

Forwarded to the Manager/Agent.....(link Branch of PSB)

The Disburser's half/both halves of PPO of Shri/Smti/KM..... bearing NO..... is/are sent herewith.

The pensioner has been paid pension for the period up to the month of

Pension due from the month of..... is to be arranged by the Bank Station.....

Date.....

Treasury Officer,
(with his seal.)

GOVERNMENT OF MEGHALAYA
FINANCE (PENSION CELL) DEPARTMENT

NO.FEM(PC)24/87/392
Dated Shillong, the 16th March, 1988.

From ; **Shri K.K. Sinha, IAS.,**
Special Secretary to the Govt. of Meghalaya.

To
All Administrative Departments/All Heads of Departments.

Sub : **SCHEME FOR PAYMENT OF PENSION BY PUBLIC SECTOR BANKS.**

Sir,

I am directed to say that this Government have, (in consultation with the Reserve Bank of India Bombay, Govt. of India, Ministry of Finance, New Delhi and Accountant General, Meghalaya) have/decided to introduce the Scheme for payment of pensions to State Pensioners including All India Service Officers who retires/retired from posts under State Govt. of Meghalaya through four selected Public Sector Banks named below on execution of Indemnity Bond by all the selected Public Sector Banks as provided under Para 5 of the Scheme (copy enclosed).

1. State Bank of India.
2. United Bank of India.
3. United Commercial Bank.
4. Bank of Baroda.

The scheme was intended to be operative with effect from 1.10.1979 but due to non execution of Indemnity Bond by all the four selected Public Sector Banks, the scheme could not be implemented as contemplated. Out of the four selected Public Sector Banks mentioned above, only two selected Public Sector Banks viz. (1) United Bank of India and (2) Bank of Baroda have executed the Indemnity Bond as provided under the Scheme. With a view to lessening the hardship of pensioners it is decided to implement the scheme with effect from 1.4.1988 with these two Banks who have executed the Indemnity Bond.

I am sending herewith a copy of the scheme with a request to bring the contents of the scheme into the notice of all Govt. employee/employees likely to retire from posts under the administrative control of your Department, to enable him/her to give his/her option to draw pension from Treasury or selected Public Sector Banks Branch as provided under Para 3 of the scheme.

Yours faithfully,
Sd/-
Special Secretary to the Govt. of Meghalaya,
Finance (Pension Cell) Department

Contd..2/-

Memo No.FEM(PC)24/87/392-A

Dated Shillong, the 16th March, 1988.

Copy forwarded to :-

1. The Secretary to the Govt. of India, Ministry of Finance (Special Cell) New Delhi.
2. The Branch Manager, United Bank of India, Shillong, Police Bazar, G.S. Road, Shillong-1/Nongthymmai, Shillong-14/Laban, Shillong-4/Mawlai, Shillong-8/Byrnihat/Jowai.
3. The Branch Manager, Bank of Baroda, Police Bazar, Shillong-1/Upper Shillong, Shillong-5.
4. The Accountant General, Meghalaya in continuation to his Department's Memo No.FEM.46/81/60-A, dated 24.7.1981.
5. The Treasury Officer, Shillong, Tura/Jowai in continuation to this Department letter No.FEM.77/77/193, dated 30.8.1979 and Memo No.FEM.46/81/60-A, dated 24.7.1981.
6. The Chief Accountant, Reserve Bank of India, Deptt. of Govt. of Bank Accounts, Central Office, New Central Office Building, Shaheed Bhagat Singh Road, Bombay-400023 with reference to this Govt. D.O. NO.FEM.46/81/198, dated 18.3.1983.
7. The Manager, United Bank of India, Mawlai Branch, Phudmawri, Shillong-793008, Meghalaya.
8. The Manager, Bank of Baroda, Shillong Branch, Police Bazar, Shillong-1, District United Khasi & Jaintia Hills.
9. The Branch Manager, State Bank of India, Shillong.
10. The Chief Regional Manager, State Bank of India, Guwahati.
11. The Regional Manager, United Commercial Bank, Guwahati.
12. The Branch Manager, United Commercial Bank, Shillong.

This refer to this office letter No. FEM.9(PC)24/87 389, dt.8.2.88. You are requested to expedite the execution of the Indemnity Bond.

By Order etc.,

Sd/-

Under Secretary to the Govt. of Meghalaya,
Finance (Pension Cell) Department

SCHEME FOR PAYMENT OF PENSION BY SELECTED PUBLIC SECTOR BANK

PREAMBLE :- The existing system of disbursement of pension to State Government pensioners provides *inter alia*, for personal appearance of the pensioners at the treasury for receiving pension except in the cases of those who for drawing their monthly pension are exempted from their personal appearance or in the case of those who produce "Life Certificate" on the body of their monthly pension bills and arrange to receive pensions through their authorized agents. In the case of pensioners who are on the pay roll of a Bank-Treasury, the pension bill, as per the present system, are initially passed by the Treasury Officer and then sent to the Bank for making payments to the pensioners or to their authorized agents. This system, consequent upon the growing volume of pension payments work in treasury, has contributed to delays in disbursal of pensions causing hardship to pensioners. With a view to lessening this hardship to the pensioners, the State Government has now decided to introduce a scheme as detailed below for payment of pension of the State Government pensioners through the under mentioned Public Sector Banks, with effect from 1st October, 1979.

1. State Bank of India.
2. United Bank of India.
3. United Commercial Bank.
4. Bank of Baroda.

THE SCHEME

1. The Scheme will cover all pensioners of the Government of Meghalaya, including All India Service Officers who retire/retired from posts under the State Government of Meghalaya.

2. To start with, the scheme will be operative at Shillong, Tura and Jowai. It may be extended to other centres in the State, in due course.

3. (a) The existing pensioners who are drawing their pension from treasuries at the centres mentioned in para 2 above, will be given an option to continue to draw their pension from the treasury or to draw pension from selected Public Sector Bank Branch at the specified centres. Employees retiring on or after 1st September, 1979 will like-wise have the choice to draw their pension from a treasury or selected PSB Branch at the specified centres.

(b) (i) Existing pensioners drawing their pension at the specified centres, who are desirous of drawing their pension from selected PSB Branch at any of these centres will apply to the Treasury Officer of the treasury from which they are drawing their pension, in the form at Annexure I, in duplicate, within a period of 15(fifteen) days counting from 1st September, 1979.

The Pensioners may, in their own interest, draw pension which has already fallen due before applying for transfer to a Public Sector Bank.

Note :- If a pensioner is on the pay roll of a Sub-Treasury Officer at the time of his submitting the application under sub-para (b) (i) above, he/she will submit his/her application to the Sub-Treasury Officer who will forward the same to the District Treasury Officer, after completing the encasement meant for him in the form.

(ii) Future pensioners will indicate their option in the application for pension.

Contd.....2/-

(iii) The pensioner is required to indicate the name of the PSB Branch through which he/she desires to draw the pension. It is not necessary that an account should be opened in the PSB Branch concerned before he/she submits the application as mentioned at para (b) (i) or para (b) (ii) above as the case may be. However, when opened, the account should be only in his/her sole name.

4. (a) Pension in respect of a pensioner who chooses to draw his/her pension through selected PSB Branch will be paid by credit to his/her savings/current account at that PSB Branch. Payment will be credited to the pensioner's account on the first working day of the month immediately following the one for which the pension is due, provided if for any reason such as rush of work on that day the payment of any pension is delayed the PSB Branch concerned will ensure that it will be paid as soon as possible thereafter, and in any case before the 7th day of the month immediately succeeding the one for which the pension is due.

(b) In no case, pension of a pensioner who chooses to draw his/her pension through selected PSB Branch, shall be paid in cash or through a "Joint" or a "either or survivor" account. The account cannot also be allowed to be operated upon by a power of Attorney holder.

5. **INITIAL ACTION BY PSBs.** – The PSBs at the specified places will immediately nominate a link branch for co-ordinating the work connected with the disbursement and accounting of pension payments by their various branches in the district. The name and address of the link branch shall be communicated to the District Treasury Officer concerned and also to the Accountant General, Meghalaya, together with a complete list of other branches in the district and their addresses.

The Public Sector Banks shall indemnify the Government of Meghalaya against any wrong payment or over payment which may be made to the pensioners, by executing an indemnity bond in the prescribed form as given in Annexure X.

6. **INITIAL ACTION BY TREASURY** – (i) On receipt of information regarding the PSBs' link branch and other branches, vide paragraph 5 above, the District Treasury Officer will send a copy of the Special Seal of the Treasury together with his specimen signature (countersigned by the Manager/Agent of the Bank conducting cash business of the Treasury at the Centre) to the Manager/Agent of the link branch of each PSB by name, under registered cover.

(ii) The treasuries at the stations shown in the scheme will take immediate action for renewal of the disburser's half of the PPO of State Government pensioners under their payment wherever such PPOs are torn or mutilated.

7. **TRANSFER OF P.P.OS BY TREASURY TO PSB** – (a) on receipt of the application from the pensioner, vide para 3(b) (i) above, the Treasury Officer will arrange to send under his special seal, the disburser's half of the pension payment order (PPO) and one copy of the application to the link branch of PSB concerned under intimation to the Accountant General, Meghalaya. The month up to which pension was paid by the Treasury Officer and from which pension payment is to be arranged by the PSB will also be clearly indicated. The documents will be sent to the PSB link branch by messenger or under registered cover. Simultaneously the pensioner will be advised to approach the PSB branch specified in his application for receiving future pension payments.

(b) In respect of new pensioners, the Accountant General, Meghalaya, while issuing the PPO to the Treasury Officer will also mention on the PPO itself the particular branch of the PSB from which the pensioner has opted to draw pension. The Treasury Officer will forward both the halves of the PPO to the link branch of that PSB.

Contd.....3/-

(c) Each Treasury will maintained record of PPOs, transferred by it to PSBs for disbursement of pension therein.

Note : The term 'Treasury Officer' as used in this paragraph means the District Treasury Officer. In Meghalaya, at present there is no sub-treasury. If in future any sub-treasury or sub-treasuries is/are opened and a future pensioner chooses to draw his/her pension from selected PSB Branch situated at a station where there is a sub-treasury, the PPO of that pensioner, will be sent by the Accountant General to the District Treasury Officer concerned.

8. TRANSMISSION OF PPOs BY LINK BRANCH TO PAYING BRANCH OF THE PSB – (a) The PSB will maintain at the nominated link branch a register in the form prescribed in Annexure II to serve as an index of the pension payment authorized to be made by the PSB in the district.

(b) The link branch will verify the special seal and signature of the Treasury Officer forwarding the disburser's half of the PPO with the special seal and specimen signature on record with link branch.

(c) The disburser's half of the PPO and any other documents received from the Treasury Officer (i.e. duplicate copy of the application submitted by the pensioner for drawing pension through PSB) will thereafter be forwarded by the link branch to the branch selected by the pensioner hereafter referred to as the "Paying Branch". The link branch will also simultaneously inform the pensioner with instruction to contact the paying branch for getting payments of pension.

9. FUNCTIONS OF PAYING BRANCH – (a) On receipt of documents from the link branch, as indicated above, and before commencing payment of pension, the paying branch will :-

(i) advise the pensioner to appear at the branch for his/her Identification.

(ii) Obtain an undertaking as prescribed in Annexure XI from the pensioner 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 such undertaking is not required to be stamped, and

(iii) Obtain, in the case of a new pensioner, specimen signature or thumb impression, as the case may be in the space provided for the purpose in the disburser's portion of the PPO and hand over pensioner's portion of the PPO to him/her.

(b) The process of identification has been laid down in S. Os 152, 153, 154 and 162 of the State Government Treasury Rules; this comprises checking of the signature, thumb impression, personal marks of the pensioners with that available on the disburser's half of the PPO and resemblance with the pensioner's photograph thereon. A new pensioner has also to produce his/her personal copy of the letter of the Accountant General forwarding the PPO. In case the photograph is not available on the disburser's half of the PPO, the paying branch will, in due course, obtain new photograph from the pensioner (which can be attested any Officer of a PSB) and complete the disburser's portion of the PPO.

Contd....4/-

Note :- Such personal identification of the pensioner will be only for the first payment of pension at the paying branch if an existing pensioner cannot, on receipt of the advice mentioned in sub-para (a) (i) above, appear in person at the paying branch of the PSB within a reasonable period not exceeding 10(ten) days from the date of receipt of the said advice, due to his/her illness there should be a written intimation about it promptly sent to the paying branch of the PSB by the pensioner or if the pensioner is ill as to be not able to write and send it by himself/herself, by one of his/her relatives, and in either case, such an intimation should be accompanied by a 'Life Certificate' in respect of the pensioner, as per the form given in Annexure III.

(c) No bill will be required to be submitted by a pensioner for receiving his/her pension through selected PSB. The payment of pension after deduction of tax (vide para below) will be made by credit to savings/current account of the pensioner, every payment made will be entered on the Disbuser's half of his PPO and each such entry will be authenticated by the authorized Officer of the paying Branch.

(d) The paying Branch will be responsible for deduction of income tax at source from the pension payment in accordance with the rates prescribed from time to time by the Central Government under the Income Tax Act. In case of pensioner from whose pension income tax has been so deducted, 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 Rule.

(e) The paying branch of each public sector bank will prepare scrolls in the form prescribed in Annexure IV in quadruplicate except where the paying and link branch happens to be the same, in which case it will be prepared in triplicate. One copy of the scrolls will be retained by the paying branch for its own record and the remaining copies will be sent by it along with the advice of pension payment made by it (the certificate of payment being recorded on the advice itself) and the documents mentioned in paragraph 14 and as in the Note below sub-paragraph 9(b) to its link branch by 10 of each month.

10. **FUNCTION OF THE LINK BRANCH :-** On receipt of payment advices along with the supporting documents (Scrolls and pensioners' certificates) from all the paying branches of the PSBs in the centre, the link branch will send by the 15th of each month, two copies of the scrolls and the supporting document along with a summary sheet and a duly stamped acknowledgment receipt of the amount from Government on behalf of the pensioners, to the Bank conducting the cash business of the treasury at the centre, and will retain one copy of the scrolls for its own records.

11. **RE-IMBURSEMENT TO PSBs AND SUBSEQUENT ACTION –** On receipt of the scroll etc., from the PSB link branch, the bank conducting the cash business of the treasury shall check the scroll to ensure that it is complete in all respects and is accompanied by the relevant certificates in respect of each payment included therein. Thereafter the net amount of pension disbursed by the PSB will be re-imbursed to the PSB by debit to the State Government account. A copy of the debit advice together with both the copies of the scrolls and other supporting documents received from the link branch will be sent by the Bank (i.e. the bank conducting cash business of the treasury at the centre) to the Treasury Officer at the centre.

12. 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 along with the original copy of the scrolls and related documents. The duplicate copy of the scroll will be retained in the treasury for its record.

13. The Treasury Officer will be responsible for accounting of gross pensions and deductions toward income-tax while rendering the treasury accounts to the Accountant General. On receipt of the Treasury accounts the Accountant General will adjust the transaction in usual manner.

Contd.....5/-

14. **CERTIFICATES TO BE FURNISHED BY THE PENSIONERS :-**

(a) **Life Certificates** – No pensioner will be required to furnish Life Certificate unless the pensioner is found to have withdrawn no money unless his/her Bank Account during a period of sixty days counting from the date on which he/she had last withdrawn money from it. In such a case the pensioner shall be asked by the paying branch either to appear in person in the PSB Branch or produce a "Life Certificate" in the form prescribed in Annexure III, before any further credit of pension is made in his/her Bank Account, except as provided in the note below para 9 (b).

(b) **Non-employment Certificate** – Retired Gazetted Officer of the Meghalaya State Services and All India Services Officers are required to furnish a declaration in May and November, each year, in the form prescribed in Annexure V about acceptance/non-acceptance of commercial employment within two years from the date of their retirement and also about acceptance/non-acceptance of any employment under any Government outside India.

In case where the commercial employment (within two years from the date of retirement)/employment under a Government outside India has been accepted without obtaining Government's approval, the paying branch will seek Government's orders through the Treasury Officer concerned before making further pension payments.

(c) **Non-marriage/Re-marriage Certificate** – In case of widow recipients of family pension, the certificate of re-marriage prescribed in Annexure VI will not be necessary. An undertaking only will be obtained from the widow that she will report such an event to the pension disbursing office promptly. The undertaking will be obtained in the form give in Annexure VII.

In the case of other recipients of family pension (widower or an unmarried daughter), the certificate of re-marriage/non-marriage in the form prescribed in Annexure VI is required to be furnished by the recipient once in a year to the disbursing officer concerned. This certificate should be furnished not later the 15th December of each year.

15. **Transfer of pensions** – (a) Application for transfer of pensions may fall under any of the following categories :-

(i) Transfer from one paying branch to another of the same PSB at the same centre or in same district OR

(ii) Transfer from PSB centre in one district to another centre in another district.

Request falling under category (i) above may be entertained by the PSB itself. The paying branch will indicate, on the disburser's portion of the PPO, the month up to which the payment has been made and will thereafter return the disburser's portion of the PPO to the link branch. On receipt, the link branch will made necessary entries in the register maintained buy it in the form in Annexure II and forward the PPO (disburser's portion) to the other paying branch, under intimation to the district treasury for making future pension payments.

In case falling under (ii) above, the paying branch will return, through its link branch, both the portions of the PPO 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 a PSB or the Treasury/Sub-Treasury as per pensioner's request in term of those orders or rules 219 and 220 of the Assam Service (Pension) Rules, 1969 as adopted by the Government of Meghalaya as the case may be.

Contd.,...6/-

17. **Commutation of pensions** – In the case of commutation of a pension in payment through PSB being sanctioned, the Treasury Officer will on receipt of the communication from the Accountant General sanctioning the commutation and indicating the revised rate of pension payable after communication, forward it, under his seal, to the paying branch through the link branch of PSB for arranging payment and the paying branch, on receipt of the same, will:-

- (i) arrange immediately payment of the commuted portion of the pension and indicate in the related payment scroll against this item of payment the Accountant General's letter of authority.
- (ii) 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 PPO (as well as on the pensioner's portion of the PPO at the earliest opportunity) ;
- (iii) commence payment of reduced pension and simultaneously arrange recovery of excess payment made if any, to the pensioner; and
- (iv) advise the 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.

18. **Arrears of pension on death of pensioners.** – Pension can be drawn for the day of the pensioner's death. On death of a pensioner, the paying branch will receive death certificate of the pensioner and work out any arrears due to the deceased or overpayment, if any, made to him/her. It will immediately take action to recover the overpayments from the deceased's account for which PSBs would have obtained an undertaking from the pensioner as provided in paragraph 9(a) (ii) above. For payment of any arrears to the heir of the deceased pensioner, the PSB will seek instruction of the Accountant General through the Treasury.

19. **Family Pension** – (a) The PPOs issued by the Accountant General indicated the entitlement in respect of family pension to the widow/husband consequent on the death of the pensioner. The Treasury Officers are authorized to commence payment of family pension on receipt of death certificate of the pensioner and the application for grant of family pension to her/him as per the form given in Annexure VIII. A separate PPO is not issued for this purpose by the Accountant General.

(b) In the case of pensioners drawing their pension through PSB's payment of family pension at the rate indicated in the PPO may be commenced by paying branch on receipt of death certificate and application for family pension in the form mentioned in the sub-para (a) above along with the pensioners portion of the PPO. The paying branch will enter the date of death of the pensioner in the disburser's portion of the PPO and also made entries in the pensioners portion and in the register in form at Annexure II.

Payment of family pension will be made by credit to savings' current account of the recipient (not a 'joint' or 'either' or survivor/'Account') which may be opened if the recipient does not already have one. Additionally, and undertaking similar to the one referred to in para 9, (a) (ii) will be obtained by the paying branch from the recipient, before the family pension is paid.

The paying branch will also advise the Treasury Officer, through the link branch, the date of the pensioner's death and commencement of payment of family pension keeping record under information to the Accountant General.

The paying branch will be responsible for obtaining certificate of re-marriage/non-marriage from the recipient as mentioned in para 14 (c) above.

20. **Cessation of pension** – When pension cases to be payable to pensioner/recipient of a family pension in death, etc., the paying branch will make necessary entries in the PPO and its records and return it to the Treasury Officer through the link branch. The letter will like-wise amend its records.

21. **Miscellaneous** – On introduction of the departmentalized accounting system by the State Government, payment authorized will be issued by pay and Accounts Officers of the Department to the Accountant General to arrange payment through the PSBs.

22. If all the cases for entering monthly payments in the disburser's portion of PPO get fully used up the paying branch may add extra sheet (s) with similar columns for noting further payments. A suitable entry will be made by the paying branch on the PPO (disburser's portion) whenever a continuation sheet is added specifying the number of cases available on the sheet.

23. The accounts, records and registers maintained in the branches of the PSBs making pension payments and also in the link branch shall be opened to audit by the comptroller and Auditor General of India or any person appointed by him in this behalf.

24. With the introduction of this new scheme, the relevant provisions of the State Government's Treasury Rules may be deemed to stand amended to the above extend.

ANNEXURE – I
[See para 3 (b) (i)]

Application for drawal of pension through Public Sector Banks

(To be submitted in duplicate)

To

The Treasury/Sub-Treasury Officer,
(Place)

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regards :

1. Particulars of Pensioner.

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

2. Particulars of authorised PSB.

- (a) Name
- (b) Branch where payment desired.

3. *Pensioner's S.B./Current Account NO. at the Branch to which pension is to be credited.

Yours faithfully,
(Pensioner)

Place :

Date :

*(Not 'joint' or either or 'survivor' account) pensioner's
Specimen Signature

FOR USE IN SUB-TREASURY

Forwarded to the Treasury Officer along with Disburser's half of Shri/Smti/KM..... the pension has been paid for the period upto the month.....

Sub-Treasury Officer.

FOR USE IN THE TREASURY

Forwarded to the Manager/Agent.....(link Branch of PSB)

The Disburser's half/both halves of PPO of Shri/Smti/KM..... bearing NO..... is/are sent herewith.

The pensioner has been paid pension for the period up to the month of

Pension due from the month of..... is to be arranged by the Bank Station.....

Date.....

Treasury Officer,
(with his seal.)

ANNEXURE – II

Index Register of Pension Payments Authorised through Branches of the Public Sector Banks

[See para 8 (a)]

Sl No.	Name of pensioner	Number of the pension payment order (PPO)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made	The period up to which pension has been paid	Date from which pension payment will commence	Remarks
1	2	3	4	5	6	7	8

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note – Each entry should be attested by the nomination officer of the link branch of the Public Sector Banks

(Additional entries may be provided under Reserve Bank's Instruction).

ANNEXURE – III

Life Certificate to be submitted by Pensioner

[See para 14 (a)]

Certified that I have seen the pensioner,

_____ (Name of the pensioner)

holder of PPO No)._____ and that he is alive on this date.

Place _____

Signature _____

Name _____

Designation _____

Seal _____

Note – (i) This life certificate can be given and signed by –

(i) A Gazetted Officer of the State or Central Government retired or in service.

or (ii) an MP or MLA

or (iii) The Secretary, Executive Committee of a District Council.

or (iv) a responsible officer of Public Sector Bank or Reserve Bank.

or (v) a well-known person of respectability in the town, village or paragona in which the pensioner resides.

ANNEXURE – IV
Register of Payment of Pension

[See para 9 (a)]

Sl No.	Name of Pensioner	Number of pension payment order (P.P.O.)	Period for payment which payment is paid	Amount of the pension (basic pension and relief to be shown) (separately)	Recovery of over-payment if any	Income Tax deduction	Net amount paid	Allocation of pension as indicated in the P.P.O.	Remarks
1	2	3	4	5	6	7	8	9	10

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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

(Additional entries may be provided under Reserved Bank's instruction)

ANNEXURE – V

Non-Employment Certificate

[See para 14 (b)]

(To be furnished only by a retired All India Service Officers and Gazetted Officers of the Meghalaya State Services)

I declare that I have accepted commercial employment after obtaining/without obtaining sanction of the Government.

I declare that I have/have not accepted any employment under any Government outside India after obtaining/without obtaining sanction of the Government.

Place _____

Signature _____

Date _____

Name of the Pensioners _____

P.P.O. NO. _____

*Delete whichever is not applicable.

ANNEXURE – VI

CERTIFICATE OF THE RE-MARRIAGE/NON-MARRIAGE

[See para 14 (c) (sub para)]

I hereby declare that I am not married/I have not been re-married during the past one year.

Date

Signature.....

Name of Pensioners

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

Signature of responsible officer or a well known person.

Place

Date

Name and designation of certifying officers/person

ANNEXURE – VII

**FORM FOR DECLARATION AND UNDERTAKING TO BE FURNISHED BY WIDOW
RECIPIENTS OF FAMILY PENSIONS.**

[See para 14 (c)]

I, Shrimati a widow, recipient of a family pension under PPO NO..... hereby declare that I have not been re-married and I undertake to report such an event to the Treasury/Bank.

(Signature/Thumb Impression of the Pensioner).

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

Signature of a responsible officer or well known person.

Place

Name and designation of the Certifying officer/person.

Date

ANNEXURE – IX

Statement of entitlements of additional relief ad-hoc relief to State Civil Pensioners sanctioned vide Government of Meghalaya, Office Memorandum

No. _____ Dated _____
(See para 16)

Sl. No.	Name of Pensioner	No. of P.P.O.	Date of retirement	Amount of Pension		Total	Additional relief payable w.e.f.	Total pension payable (Cols. 7+8)	Remarks
				Basic Pension	Relief				
1	2	3	4	5	6	7	8	9	10

Station _____
Date _____

Forwarded in triplicate to the (Signature of Manager or in-charge of the paying branch, with stamp)

Treasury Officer _____

(Signature of the authorized Officer of the link branch, with stamp/seal)
Check and found correct
(Seal)
Forwarded to the Agent/Manager Treasury Officer (name of the Bank)

Station : _____
Date : _____

ANNEXURE – X

Bond of Indemnity
(See para 5)

THIS BOND OF INDEMNITY executed at this
day of one thousand nine hundred and seventy.....
by a banking corporation.

(Name of the Bank)

establishment under the State Bank of India, Act, 1955/the State Bank of India (Subsidiary Bank) Act, 1959/the Banking Companies (Acquisition and transfer of undertakings) Act, 1970, and having in Head Office at..... (hereinafter referred to as 'the Bank', which term shall unless repugnant to the context, include its successors and assigns) to finally bind themselves in favour of the Governor of Meghalaya (hereinafter referred to as 'the State Government') for my loss caused to the Government for any wrong or over payment made for the payments of pension.

WHEREAS the Government of Meghalaya (hereinafter referred to 'the Government') have decided to provide facility to pensioners of the State Government to received their pension at any branch of the Bank in the terms of the orders issued in this behalf by the State Government in force from time to time and subject to the Bank's agreeing to indemnifying the State Government against any loss caused to the Government on account of a wrong or over payment that may be made by the Bank.

AND WHEREAS the Bank has agreed to arrange payment on behalf of the State Government to such pensioners by credit to their savings/current accounts and to indemnify the Government by executing this indemnity.

NOW THIS BOND OF INDEMNITY WITNESSES that in pursuance of the said agreement the Bank does hereby covenant with, and undertake to, the State Government and his successors in office, that in consideration of the State Government agreeing to pay to the Banks from time to time the amounts of the pensions due to unpaid by the Banks to the said pensioners of the Government who are the constituents of the Bank, the Bank hereby undertakes to refund to the State Government on demand and without demur any amount which is so paid to the Bank by the State Government but is found or established not to have been paid wholly or in part to the pensioners concerns by the Bank, or any amount which has been paid to the pensioners, including any person drawing a family pension beyond the date on which the pension, including any family pension, was or is due or any amount which has been wrongly paid, or any amount which has been paid otherwise than, or in excess of, the authority granted and instruction issued to the Bank by the Government or the Reserve Bank of India from time to time.

Contd.....2/-

The Bank hereby agrees that the amount of money when demanded by the Government from the Bank as due and payable to the State Government by the Bank on account aforesaid shall be conclusive proof as to the amount due and the liability of the Bank to pay the said amount to the Government.

The Bank hereby agrees with an undertakes to the State Government and his successors in office that is shall furnish to the authority specified or nominated in this behalf by the State Government such information relating to the pensions in question which have been paid by the Bank as may be called for 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 customers accounts.

The stamp duty payable on the document will be paid by the Governor of Meghalaya.

(IN WITNESS WHEREOF THE.....
Bank) HAS CAUSED THESE PRESENTS to be executed on its behalf the day the year first hereinabove written.

SIGNED AND DELIVERED BY..... on
behalf of the Bank in presence of :

(1)

(2)

Witness

Accepted for on behalf of the Governor of Meghalaya by
in presence of

ANNEXURE X1
LETTERS OF UNDERTAKING

[See para 9 (ii)]

The Branch Manager,
Bank (Bank's Name)
Branch (Branch's Name)

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 to any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount of which I am or would be entitled. I further hereby undertake and agree to bind myself and heirs, successors, executors and administrator to indemnify the Bank from and against any loss, suffered or incurred by the Bank in so crediting my pension to my account under the scheme to forthwith pay the same to the Bank and also irrevocably authorized the Bank to recover the amount due by debit to my said account or any other account/deposits belong to me in the possession of the Bank.

Yours faithfully,

Date :	Signature :
Witness :	Name :
(i) Signature :	Address :
Name :	
Address :	
(ii) Signature :	
Name :	
Address :	