

ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਟਿਡ
(ਦਫਤਰ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਪੈਨਸ਼ਨ ਆਡਿਟ ਭਾਗ ਪਟਿਆਲਾ)


ਵੱਲ

- 1) ਸਾਰੇ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰਜ਼/ਸੀਨੀਅਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰਜ਼ ਇਨ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ ਸਮੇਤ ਕੋਆਰਡੀਨੇਸ਼ਨ ਦਫਤਰ ਨਵੀਂ ਦਿੱਲੀ।
- 2) ਸਾਰੇ ਲੇਖਾ ਅਫਸਰ/ਫੀਲਡ ਸਮੇਤ ਲੇਖਾ ਅਫਸਰ/ਪ੍ਰੀਆਡਿਟ ਐਮ.ਐਚ.ਪੀ. ਤਲਵਾੜਾ, ਸਾਹਪੁਰ ਕੰਡੀ, ਮਲਿਕਪੁਰ, ਸੀ.ਪੀ.ਸੀ ਅਮ੍ਰਿਤਸਰ ਅਤੇ ਲੇਖਾ ਅਫਸਰ/ਥਰਮਲ ਡਿਜਾਇਨ, ਪਟਿਆਲਾ,।

ਮੀਮੋ ਨੰਬਰ 2353/2352 ਪੈਨਸ਼ਨ ਆਡਿਟ/ਲੂਜ਼। DCAO.PF
ਮਿਤੀ: 8.11.2010

ਵਿਸ਼ਾ:- ਪੈਨਸ਼ਨਰਾਂ ਨੂੰ ਨਾਮੀਨੇਸ਼ਨ ਦੀ ਸਹੂਲਤ ਦੇਣ ਬਾਰੇ।

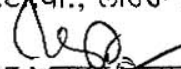
ਇਸ ਸਬੰਧ ਵਿਚ ਪੰਜਾਬ ਪੀ.ਐਫ.ਆਰ ਭਾਗ-1 ਦੇ ਰੂਲ 5.3 ਦੀ ਕਾਪੀ ਆਪ ਜੀ ਦੇ ਦਫਤਰ ਨੂੰ ਭੇਜ ਕੇ ਇਹ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕੀ ਆਪ ਜੀ ਦੇ ਦਫਤਰ ਤੋਂ ਪ੍ਰਾਪਤ ਕਰ ਰਹੇ ਪੈਨਸ਼ਨਰਾਂ ਨੂੰ ਇਸ ਰੂਲ ਮੁਤਾਬਿਕ ਉਨ੍ਹਾਂ ਦੀ ਮੌਤ ਹੋ ਜਾਣ ਤੇ ਪੈਨਸ਼ਨ ਦਾ ਏਰੀਅਰ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਨਾਮੀਨੇਸ਼ਨ ਕਰਨ ਦੀ ਸਹੂਲਤ ਦਿਤੀ ਜਾਵੇ। ਇਸ ਸਬੰਧੀ ਰੂਲ ਅਧੀਨ ਦਿਤਾ ਫੋਰਮੈਟ ਵੀ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।


 ਲੇਖਾ ਅਫਸਰ/ਪੈਨਸ਼ਨ-1
 ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ, ਲਿਮਟਿਡ,
 ਪਟਿਆਲਾ।

ਪਿਠ ਅੰਕਣ ਨੂੰ 2353/2356 DCAO.PF ਮਿਤੀ 8.11.2010

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

- 1) ਵਿਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ, ਜੀ.ਜੀ.ਐਸ.ਐਸ.ਟੀ.ਪੀ, ਰੋਪੜ।
- 2) ਲੇਖਾ ਅਤੇ ਵਿਤ ਮੈਨੇਜਰ, ਜੀ.ਐਨ.ਡੀ.ਟੀ.ਪੀ.ਬਠਿੰਡਾ।
- 3) ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਓ ਅਤੇ ਐਮ, ਜੀ.ਐਚ.ਟੀ.ਪੀ., ਲਹਿਰਾ ਮੁਹਬੱਤ।


 ਲੇਖਾ ਅਫਸਰ/ਪੈਨਸ਼ਨ-1
 ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ, ਲਿਮਟਿਡ,
 ਪਟਿਆਲਾ।

ਕੋਪੀ ਨੰ: SE(IT) PSPCL PATIALA

ਦਫਤਰੀ ਕਾਰਪੋਰੇਸ਼ਨ ਦੀ ਵੈਬਸਾਈਟ ਤੇ ਪਾਬਲਿਕ ਕਰਵਾਏ।

(c) When a Government employee finally quits the service of Government or is transferred to foreign service.

(d) When a Government employee is transferred from a non-gazetted to a gazetted appointment within the State during the course of a month, payment of his pay as non-gazetted officer may be made by the head of the office upto the date of actual relief.

(e) When there is a variation in the rate of a pension consequent on the disbursement of the commuted value of a portion thereof.

(1) If the first day (including Sunday) of the following month other than the month of April is a public holiday on which funds for disbursement of pay and allowances and pensions cannot be drawn from the treasury or the bank, as the case may be, the pay and allowances and pensions may, be drawn on the last working day of the month to which they relate except in the case of the pay and allowances and pensions for the month of March which shall be paid only on the first working day of the succeeding month.

Explanation.—For the purpose of this rule working day shall be deemed to be a day on which the office in which the disbursement is to be made and the treasury, or in the case of a bank-treasury the bank are both open for transacting their respective ordinary business so that withdrawal of moneys and disbursement thereof become practicable on the same day.

(2) In cases where delay or inconvenience results from the observance of the ordinary procedure prescribed in clause (1) above, pay bills, payable at a district treasury may, with the sanction of the competent authority, be signed and presented for payment any reasonable number of days before the last working day of the month to which they relate without regard to the limits prescribed in that clause. Payment of such bills will not of course, be made before the first working day of the next month.

Note.—The following Government employees have been authorised to sign and present the pay bills of their establishments at the District Treasury a week before the last working day of the month for which pay is claimed. The District Treasury Officer after passing the bill will encase it as payable to the drawing officer concerned at the sub-treasury nearest to him and return the same by post. The drawing officer can then present the bill at the sub-treasury or payment on the first working day of the next month.

Head Masters of Government High Schools situated at places which are not the headquarters of treasuries. (The bills of a school situated at a place where there is no sub-treasury are paid by District Treasury by money order,—vide note 1 below rule 4.152) of Subsidiary Treasury Rules.

5.2 Omitted.*

II—DEATH OF PAYEE

5.3 (a) Pay, allowances or pension can be drawn for the day of a person's death, the hour at which death takes place has no effect on the claim.

Note.—'Day' for the purpose of this rule should mean a calendar day beginning and ending at mid-night.

*Pl case refer to the Punjab Treasury Rules.

(b) Pay and other allowances or pensions claimed on behalf of a deceased Government employee or pensioner may be paid without the production of the usual legal authority: (1) to the extent of Rs. 2,500 under the orders of the Collector or other officers responsible for the payment after such enquiry into the right and title of the claimant as may be deemed sufficient; (2) for the excess over Rs. 2,500 under the orders of Government on execution of an indemnity bond for the gross amount due for payment with such sureties as it may require, if it is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration.

In any case of doubt payment shall be made only to the person producing legal authority. Payment of arrears of pension on behalf of a deceased pensioner is further subject to the provisions of note 3 below this rule.

Note 1.—Normally there should be two sureties both of known financial ability, unless the gross amount of the claim is less than Rs. 5,000 in which case the authority accepting the indemnity bond, in the relevant Form of P.T.R. for and on behalf of the Governor of Punjab should decide, on the merits of each case, whether to accept only one surety instead of two.

Note 2. The obligor as well as the sureties-executing the indemnity bond should have attained majority so that the bond may have legal effect or force. The bond is also required to be accepted on behalf of the Governor of Punjab by an officer duly authorised under Article 299(I) of the Constitution of India.

Note 3.—Payment of arrears of pension due to the deceased pensioner may be made to his heirs/nominated heirs, provided they apply within one year of his death. It cannot be paid thereafter without the sanction of the authority, by whom the pension was sanctioned, to be obtained through the Accountant General, Punjab. Where the arrears do not exceed Rs. 100 and the case presents no peculiar features, the Accountant General, Punjab may sanction the arrears on his own authority.

Note 4.—Pensioners are allowed to register the name of their heirs with the Treasury Officer under advice to the Accountant-General, Punjab in the following form.

FORM

I, _____ s/o d/o w/o _____
drawing pension from _____ Treasury under Pension Payment
Order No. _____ issued by the Accountant General, Punjab do
hereby declare that the following person(s) shall be my nominated heir(s) to receive
the payment of arrears of my pension after my death:—

1. Shri/Shrimati/Sardar/Sardarni _____
_____and/or
2. Shri/Shrimati/Sardar/Sardarni _____
_____and/or
3. Shri/Shrimati/Sardar/Sardarni _____

Date :

Place :

1. Witness _____

2. Witness _____

Signature of Pensioner.

Arrears due to the deceased pensioner may be paid by the Treasury Officer to the heirs of the deceased as recorded with the Treasury Officer on submission of a death certificate signed by a responsible officer, the pensioner's copy of Pension Payment Order and a declaration of heirship in the form appended below :-

"I..... do hereby declare that I am the*
 _____ and lawful/nominated heir of the late pensioner _____
 Treasury Serial No. _____ who died at— _____ on the
 _____ day of _____ as per death report and heirship certi-
 ficate from _____ Witness _____ Signature of heir.

We the undersigned vouch for the truth of the above statement.

1..... Designation.

2..... Designation:

19 Declaration made before me this _____ day of _____

Station

Officer paying pension.

*Here enter degree of relationship.

Note.—The words "and heirship certificate from....." should be struck out when the heir has been nominated by the pensioner.

If there are more than one nominated heir, the arrears should be paid to the one who produces written authority from other nominated heirs waiving their claims in his favour or a certificate of heirship from Civil Court unless all the nominated heirs attend together to receive payment, in which case payment of the amount should be made to them in equal shares without requiring the production of certificate from the Civil Court.

Pensioners are permitted to nominate alternative heirs. The heirs so nominated will be serially numbered in order of priority of right to the payment of arrears of pension. They will have successive right to the payment of such arrears and will not be treated as co-heirs.

The Treasury Officer shall ensure that the name(s) of the heir(s) specified in the nomination form submitted by the pensioner is/are entered in the index register as well as on the treasury copy of the Pension Payment Order under his signatures and the nominations made by pensioners are kept in the personal custody of a responsible officer of the Treasury.

(c) Any person claiming as the heir of a deceased pensioner, shall be required to produce the pensioner's portion of the Pension Payment Order, or if no Pension Payment Order has been issued, the copy of the order in which sanction to the pension was communicated to the pensioner or his heir.

5.4. Omitted.*

III. BOND OF INDEMNITY FOR DRAWING LEAVE SALARY PENSIONS ETC.

5.5(a) Government employees and pensioners make arrangements with their agents to draw their leave salaries vacation pay ; pensions, etc., either granting them powers of attorney to enable them to do so, or leaving their bills duly completed and signed in the agent's custody for collection the agents in their turn giving Government a bond of indemnity as security against any loss in case of over payment.

Exception.—Such Co-operative Banks which are not included in the second Schedule of the Reserve Bank of India Act, 1934, but who undertake commercial banking and who are recommended in this regard by the Reserve Bank in view of their satisfactory financial position, may be allowed by the Government to execute a general bond of indemnity under this rule.

Note. 1.—For life certificates and non-employment certificates to be produced by agent in respect of pensioners see Subsidiary Treasury Rules 4.104 and 4.99.

Note. 2.—A Register of Power -of-Attorney should be maintained by the disbursing officer in the form prescribed in the Government Securities Manual and all cases in which the power of Attorney has been granted should be recorded there in.

(b) The form of indemnity bond prescribed for use by banks or firms authorised to draw the pay and leave salary of Government employees pensions, etc., is given below. The bond of indemnity must be stamped.

In consideration of our/their being permitted to draw the pay/leave salary/pension of..... during his absence from the State we/the (here insert the name of bank) hereby engaged to refund to the Government on demand, any overpayment that may be made to us/ them as his agents/agent.

(c) It must be seen that the person signing the bond of indemnity has authority to bind the firm or bank.

(d) It is not necessary for separate bond to be entered into for each individual. Such banks as are included the second schedule to the Reserve Bank of India Act, 1934 (hereinafter called scheduled banks) may be allowed to execute a general bond in the form given in Appendix 6 to cover the pay, leave salary and pensions, etc., of their constituents in general.

Separate bonds must be executed for payments relating to or for persons whose salaries or pensions are debitable to the Central

*Please refer to the Punjab Treasury Rules.