

disburser's portion of Pension Payment Order. This procedure shall apply in case of transfers within the State also.

Transfers within the State

- 205.** Treasury Officers are authorized to transfer the payment of pensions from one district to another within the state. The Treasury Officer should forward both halves of the Pension Payment Order to the Treasury Officer of the new district with information of the date up to which payment was made in the old district and forward simultaneously a copy of the communication to the Accountant General.

Sub-section III - Authority for payment

Pension Payment Order

- 206.** Unless the Government orders otherwise in the case of any particular class of pensions, payment of pensions can be made only upon Pension Payment Orders issued by the Accountant General.
- 207.** (a) In issuing a Pension Payment Order, the Accountant General will attach to the order a specimen signature of the pensioner if he can sign his name in English or Hindi, or else the thumb and finger impressions of pensioner's left hand. The specimen signature and thumb and finger impressions should be duly attested by the head of the office concerned or by some other responsible person. A certified copy of the pensioner's and his spouse's photograph in passport size should be pasted on the disburser's portion of the Pension Payment Order.
- (b) If any of the above documents are wanting a reference should be made to the Accountant General. On no account should these be obtained by the Treasury Officer from the pensioner, otherwise than for the purpose of comparison with the original in the disburser's portion of the Pension Payment Order.
- (c) The date of receipt of the Pension Payment Order from the Accountant General and that of the issue of notice to the pensioner should be noted in the memo, in which the receipt of the Pension Payment Order is acknowledged.
- 208.** (a) Disbursing officers are authorized to renew Pension Payment Orders without reference to the Accountant General in cases in which pensioner's portion is lost, worn or torn or the entries on the reverse of either the pensioner's or the disburser's portion are completely filled up. The renewed Pension Payment Orders shall bear the old number, date and facsimile of signature of the issuing officer. The old PPO, if available, shall be retained by the disbursing officer for three years and then destroyed. A note of the issue of the new Pension Payment Order shall be made in the remarks column of the Pension Payment Orders Register.
- (b) On the renewal of a Pension Payment Order, the portion of the original order containing the facsimile of the pensioner's

signature or his thumb impression, as the case may be, and the copy of his/her photograph shall be cut off from the old and pasted on the renewed Pension Payment Order, before the latter is signed by the disbursing officer.

- 209.** (a) When a pensioner commutes part of the pension after drawing pension for sometime, both portions of the Pension Payment Order must be returned without delay to the Accountant General who will issue a fresh Pension Payment Order authorizing payment of the reduced pension in future.
- (b) If the Pension Payment Order received from the Accountant General's office relates to a pensioner in whose favour a provisional Pension Payment Order has been issued, special care shall be taken to return both halves of the provisional Pension Payment Order together with the voucher for the first payment of final pension to the office of Accountant General in a registered cover in advance of the Treasury schedule.

Register of Pension Payment Orders

- 210.** The disburser's portions of the Pensions Payment Orders shall be pasted in serial order in separate files, one for each class of pensions, such as service, political, etc. These files must be kept in the personal custody of the disbursing officer in such a manner that pensioners shall not have access thereto.
- 211.** (a) The disbursing officer shall keep a register in BTC Form 28 of the Pension Payment Orders issued on his office, which will serve as an index to the files referred to in the above Rule. After seeing that a new order is correctly entered in this register, the disbursing officer shall put his initials in the column of "Name of Pensioner", and rule a red ink line across the page below the entry. The column of remarks will be left blank as long as the order of payment is in force. When both halves of the order are returned on account of death of pensioner or on application for transfer or otherwise which causes its removal permanently from the list of pensioners under his payment, the date and cause of return shall be entered under the disbursing officer's initials.
- (b) On the receipt of an intimation about the death of a pensioner, prompt action shall be taken to record the fact in the PPO Register and on the disburser's portion of the Pension Payment Order.
- (c) Pensions, which are not granted for life, but are subject to special conditions, e.g. when they are to cease on marriage or at a given age, or under other specified circumstances, shall not be entered in the same register with other pensions, but shall be recorded in special registers to be kept for the purpose. All Pension Payment Orders of such pensions will bear the letter 'S' in addition to the number. Additional columns shall be opened in such registers to show clearly and precisely the special