229. On the appearance of a pensioner claiming payment of pension, his personal marks shall be checked by the disbursing officer and the signature to the receipt shall be compared with the facsimile of the signature taken on the disburser's portion of the Pension Payment Order. If the pensioner cannot sign his name, his thumb impression on the receipt shall be compared with the original impression taken on the Order. In cases of doubt, payment may be made on the strength of resemblance between the Pensioner and his photograph where one is pasted on the disburser's portion of the PPO, pending final settlement of any question which may arise about identification marks, signature or finger impressions.

230. When a pensioner draws his pension through another person, the disbursing officer must take special precautions against fraudulent presentation of claims and satisfy himself of the existence of the pensioner and of the identity of the payee before any payment is ordered, and if he feels any suspicion, shall refer it to the pensioner before payment.

Note: In so far as the disbursing officer is concerned, the authority of a person to receive payment of pension on behalf of a pensioner shall be deemed to remain unimpaired until its termination, the death of the pensioner or otherwise, becomes known to the disbursing officer.

231. In view of the special risk of fraud involved in the payment of pensions of women who do not appear in public, special care shall be taken in the identification of such pensioners. The descriptive rolls, when originally prepared, and the periodical certificates of the continued existence of such women, shall be attested by two or more persons of respectability in the town, village or pargana.

Record of payment

232. Every payment must be entered on the reverse of both portions of the Pension Payment Order and attested by the signature of the disbursing officer. Further, when a pension is paid to a pensioner for several months on the same date, it is essential that the date of payment in the Pension Payment Order should be written against each month for which the claim is paid, though there is no objection to the disbursing officer putting only one initial against several entries which may in such cases be joined by a bracket.

Special Rules applicable to Political Pensions

233. Every disbursing officer shall maintain a register of political pensions payable showing for each pension separately:

(i) origin and nature of the pension and the ground on which it was sanctioned;

(ii) the amount and period of payment;

(iii) the order of competent authority sanctioning its payment;

(iv) the name and residence of the pensioner, with specification of shares, if any;

(v) reference to the register of Pension Payment Orders;

(vi) whether tenable for life only; or if it is inheritable, the manner and extent to which it will descend, quoting the orders effecting it;

(vii) any special condition attached to the grant of the pension; and

(viii) any other matter worthy of note in connection with the pension.

234. In cases in which political pensioners are exempted from personal attendance, the disbursing officer, if he entertains any doubt which he has no convenient means of removing, shall refer the case to the Finance Department through his immediate superior for orders, but the payment of pension may not be suspended pending the result of such reference.

Payment of Commuted Pension

235. (a)The payment of the commuted value of a portion of a pension can be made upon the authority issued by the Accountant General, only to and upon the receipt of the person legally entitled to receive it, and not otherwise.

(b) In every order authorizing the payment of commuted value of a portion of a pension, the Accountant General will specify the date from which the pension may be paid at the old unreduced rate. If, however in any case, the commuted portion of the pension to which the pensioner was not entitled under this article has been paid to him before the receipt of the Accountant General's order authorizing the payment of the commuted value, the commuted portion so paid shall be deducted from the amount payable in commutation.

Gratuities

236. (a) Gratuities shall be paid on the authority received from the Accountant- General, to whom the sanction is communicated by the sanctioning authority or by another Accountant General. The payee must be required to produce his personal copy of the letter of the Accountant General to the Treasury Officer authorizing payment of the gratuity and the disbursing officer shall record the fact of payment having been made on the copy of the order so produced.

(b)Gratuities may be paid only to, and upon the receipt from the persons legally entitled to receive them and not to, or upon the receipt from the head of the office or department in which the government servant formerly served.

(c)Provided that the payment of gratuities may be made, without personal-appearance of the former government servant, through an authorized agent; including a Bank, who shall be required to give the Government, separately in respect of each payment, a Bond of Indemnity, which shall be duly stamped, in the following form:

In consideration of our being authorized to draw the gratuity amounting to Rs. (number) (in words) payable to (Name of beneficiary) dated(date) issued by the Accountant General, we the (Name of Bank or Agent) hereby agree to refund to the State Government on demand, any overpayment that may be made to us on this account.

Sub-section V-Periodical identification of pensioners

General Rules

237. (a) On the first appearance of a pensioner on or after the first of April each year, the disbursing officer shall, except in the case of pensioners whose specimen signature are attached with the Pension Payment Order, take an impression of the thumb and all the fingers of the pensioner's left hand on the pension bill. The pensioner shall then be identified from the particulars given in the disbursed portion of the Pension Payment Order or in the audit register, as the case may be. Identification shall also be made by an examination of the impressions given on the bill with those attached to the Pension Payment Order or by reference to the Pensioner's photograph where one is pasted on the disburser's portion of the Pension Payment Order, if he cannot be identified by other means with absolute certainty.

(b) Except persons who have been gazetted government servants, persons who have been specially exempted by the Government on the ground that there can be no difficulty in future identification and pensioners who are required to send along with their pension application certified copies of photographs of passport size, only if they are literate enough to sign their names, all pensioners shall be liable to the operation of this Rule.

(c) *Purdahnashin* ladies and illiterate pensioners must give a thumb impression on their bills in the presence of the person who grants the life certificate, or in case of illiterate pensioners who personally attend the paying office before the disbursing officer.

Note 1: Pensioners drawing pension of more than Rs.10000 per month are exempted from the operation of this rule, provided that their identity can be established otherwise to the satisfaction of the Treasury Officer.

Note 2: In cases where discrepancies are noticed in regard to thumb impressions or personal marks of pensioners which cannot be settled without reference to the authorities under whom the pensioners served - a course which would entail considerable delay and causes inconvenience to pensioners, disbursing officers should take special steps to ensure a proper identification, and when this is obtained the Treasury Officer should alter the record of the thumb impressions or personal marks and send an intimation to that effect to the Accountant General.

238. In all cases exempted from personal appearance, the disbursing officer must take special precautions to prevent impersonations and must at least once a year receive proof independent of that furnished by the life certificate of the continued existence of the pensioner. For this purpose, the disbursing officer shall, save in cases of exemptions from personal appearance allowed by orders of competent authority, require the personal attendance and due identification of all male pensioner who are not incapacitated by bodily illness or infirmity from so attending and in all cases where such inability may by alleged, he shall require proof thereof in addition to the proof submitted of the pensioner's existence. The disbursing officer is personally responsible for any payment wrongly made and in all cases of doubt, must consult the Accountant General.

Note: Whenever payment of pension is made on production of life certificate, an entry (say "L.C.") should be made for the month of payment on the reverse of the Pension Payment Order. This will enable the disbursing officer to ascertain later at a glance the period for which the pensioner has not attended in person and to send out a call for his personal attendance, which may conveniently be dispatched through the messenger sent by him to receive payment of pension in the month previous to that in which his presence is required.

Sub-section VI - Undrawn pensions and arrears

General

239. Unless the Government by general or special orders otherwise directs, a pension remaining undrawn for more than one year shall cease to be payable by the disbursing officer. If the pensioner afterwards appears, or a claim is presented on his behalf, the disbursing officer may make the payment, but the arrears cannot be paid without the previous sanction of the authority by whom the pension was sanctioned, to be obtained through the Accountant General, if

(i) the pension in arrears is to be paid for the first time, or

(ii) the amount in arrears exceeds Rs. 50,000.

Provided, however, that the amount above Rs. 50,000, but not exceeding Rs. 5,00,000 is payable by the orders of the Collector.

Provided further that if the pension remains undrawn for three years in the case of a service pension, or six years in the case of a political pension, it cannot be paid without the authority of the Accountant General.