



कार्यालय प्रधान महालेखाकार ( लेखा व हकदारी )  
हिमाचल प्रदेश, शिमला-171 003  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(A&E) HIMACHAL PRADESH, SHIMLA-171003  
दूरभाष/ 0177-2652612-19 फ़ैक्स/ 0177-2651743



No. Gen.Esst./Computerized Pension/GPF Form/2022-23/619

Dated:- 8/01/2022

Website. (Office)

**Subject:- Quotation for purchase & printing of Computerized Pension /GPF Form.**

This office invites sealed Quotations for purchase & printing of computerized pension forms as shown below from the reputed suppliers subject to the following conditions:-

Sr. No.	Name of Items	Paper make & GSM	Probable quantity
1	Intimation Slips	Century-80GSM	10,000
2	Commutation Authority	-do-	10,000
3	P.P.O. Part-I & II joint	-do-	10,000
4	P.P.O. Part-III	-do-	10,000
5	P.P.O. Part-IV	-do-	10,000
6	C & R Authority in Alive Blue Print	-do-	10,000
7	C & R Authority in Death Red Print	-do-	10,000
8	GPF Final Payment Authority in Alive Blue Print	-do-	10,000
9	D.L.I Authority Form in Red Print	-do-	10,000

1. All items listed above should be supplied as per required specification/Samples approved by this office. The samples for the above forms have been attached with this letter.
2. The probable requirement of items has been furnished above. This may vary as per actual requirement of this office. While submitting the quotation the specification of paper quality and make of paper should be clearly specified.
3. The rates should be FOR Gorton Castle building Shimla..
4. GST/Entry Tax if any applicable should be mentioned clearly in the quotation.
5. The sealed quotation, should be sent to this office by name to Pr. Accountant General (A&E) H.P Shimla-3 along with earnest money of Rs. 5000/- in the shape of Bank Draft payable in the name of PAO o/o Pr. A.G (A&E) H.P. Shimla-3 and the envelopes should be super scribed as "quotation for purchase of pre printed Computerized Pension/GPF Form". It may please be noted that the quotations will not be accepted/entertained if not received in sealed cover or does not contain the above superscription. The sealed quotations should reach the undersigned on or before 28/01/2022 by 3.00 pm. The quotation received after due date shall not be accepted.
6. This office reserves all the right to reject or cancel any or all the quotations without assigning any reason and the decision of the office on any issue concerning the quotations shall be final and binding on you.
7. Payment will be made on receipt of consignment and after founding the material in good condition.

Yours faithfully,

  
Sr. Accounts Officer (Estt-III)

Enclosed: As above

श्री- VII PART-VII  
(संवित्त का रिकॉर्ड) (Record of Disbursement)

दिनांक के लिए महीना क्या है Month of which pension is due	राशि Amount			अदायगी की तारीख Date of Payment	संवित्त अदायगी अधिकारी के आदेश Disbursing Officers Initial	टिप्पणियाँ Remarks
	धन रु. Pension Rs.	मरणांत देयता रु. Dear ness Relief Rs.	कुल रु. Total Rs.			
मार्च March						
अप्रैल April						
मई May						
जून June						
जुलाई July						
अगस्त August						
सितंबर September						
अक्टूबर October						
नवंबर November						
दिसंबर December						
जनवरी January						
फरवरी February						

टिप्पणी : मरणांत देयता को अदायगी करने के लिए धन की राशि को संतुष्ट होने की आवश्यकता है।  
Note : Dearness relief is payable with reference to the amount of pension before commutation.

OFFICE OF THE ACCOUNTANT GENERAL (A&E), H.P. SHIMLA-3  
(PENSION PAYMENT ORDER)  
PART-I

Application No. :

P.P.O. No.

Case No.

Debitable to Govt. Of Himachal Pradesh  
Head of Accounts \* 2071-Pension and Other Retirement Benefits In the case  
of A.I.S. Officers 8658 Suspense Account, 101-P.A.O. Suspense Account and  
adjustable with CPAO New Delhi. "

Pension

F. Pension-I

F. Pension-II

Bank Account No.  
Employee Code

UNTIL FURTHER NOTICE, and on the expiration of every month, be pleased to pay  
to the Pension/Family Pension as set out in part-II of this order,

plus the amount of dearness relief as admissible from time to time thereon after due identification of the pensioner.

The payment of pension should commence from

2. In the event of the death of

family pension of Rs. per month may be paid to

the retiree from the day following the date of death of till the expiry of 7 years or

the completion of 85 years of age and 67 years of age, in case of all India Service Members had the retiree survived, whichever is earlier and

thereafter at the rate of Rs. p.m. Subject to the condition overleaf.

3. The Income Tax where deductible should be deducted at source.

The Distt. Treasury Officer,

Sub Try  
Bank

Sr. AO  
O/O Accountant General (A&E)  
H.P., Shimla- 171 003



भाग-VII PART-VII  
(सिफारस का फार्म) (Record of Disbursement)

सिफारस के महीने के दौर में Month of which pension is due	राशि Amount			उत्प्रेषण की तारीख Date of Payment	सिफारस आफिसरी के सिफारस Disbursing Officers Initial	टिप्पणियां Remarks
	रकम ₹. Pension	सहायक राशि ₹. Dear ness Relief	कुल ₹. Total			
मार्च March						
अप्रैल April						
मई May						
जून June						
जुलाई July						
अगस्त August						
सितंबर September						
अक्टूबर October						
नवंबर November						
दिसंबर December						
जनवरी January						

ध्यान दें कि सिफारस के अंतर्गत राशि का भुगतान सिफारस के अंतर्गत ही किया जाना चाहिए।  
Note: The amount of pension is payable with reference to the amount of pension before commutation.

PART-II

1. NAME OF THE GOVT. SERVANT	
2. POST HELD	
3. OFFICE	
4. RESIDENTIAL ADDRESS	
5. DATE OF BIRTH	16. EMOLUMENTS FOR DCRG
6. DATE OF APPOINTMENT	17. LAST PAY DRAWN
7. DATE OF RETIREMENT	18. N.P.A.
8. DATE OF DEATH	19. AMOUNT OF PENSION
9. CLASS OF PENSION	20. COMMUTED PENSION
10. QUALIFYING SERVICE	21. NET PENSION
11. NON Q.SERVICE	22. COMMUTED VALUE OF PENSION
12. MOBILE NUMBER	23. PROVISIONAL PENSION PAID @ RS.
13. NET Q. SERVICE	24. PAY SCALE
14. AVERAGE EMOLUMENTS	25. AMOUNT OF FAMILY PENSION
15. EMOLUMENTS FOR F.P.	(a) ENHANCED RATE FROM TO
15(A) PATWAR CIRCLE	(b) NORMAL RATE FROM TO
15(B) FATHER'S NAME	

DETAILS OF FAMILY/MEMBERS ELIGIBLE FOR FAMILY PENSION.

Sr NAME RELATIONSHIP WITH GOVT. EMPLOYEE DATE OF BIRTH WHETHER HANDICAPPED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**Form VII - PART-VII**  
(Record of Disbursement)

Month of Pension as on	Amount			Date of Payment	Signature of Disbursing Officers	Remarks
	Pension	Dearness Relief	Total			
Rs.	Rs.	Rs.	Rs.			
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						

Note: Dearness relief is payable with reference to the amount of pension before commutation.

**PART-III (For the Treasury Officer)**

- Personal marks of identification .....
- Signature / Thumb impression of pensioner / family pensioner (to be obtained at the time of first payment).  
.....
- Committed value and date of its payment  
.....
- Date of commencement of reduced pension.  
.....
- Date (in words) from which the commuted portion shall stand restored (subject to pensioner being alive on that date)  
.....
- Whether the pensioner / family pensioner is in receipt of any other pension, if so, its particulars and source from where being drawn.  
.....  
.....

**SPECIAL REMARKS OF ACCOUNTS OFFICER**

- 1.
- 2.
- 3.

भाग-VII PART-VII  
(विवरण का फार्म) (Record of Disbursement)

विदा करने के लिए महीना क्या है Month of which pension is due	राशि Amount			अदागरी की तिथि Date of Payment	विवरण अदागरी अधिकारी के अक्षर Disbursing Officers Initial	टिप्पणियाँ Remarks
	पेंशन ₹. Rs.	दरनास ₹. Rs.	कुल ₹. Rs.			
मार्च March						
अप्रैल April						
मई May						
जून June						
जुलाई July						
अगस्त August						
सितंबर September						
अक्टूबर October						
नवंबर November						
दिसंबर December						
जनवरी January						
फरवरी February						

टिप्पणी : दरनास राशि को अदागरी करवाने से पूर्व पेंशन की राशि के संबंध में को अदागरी।  
Note : Dearness relief is payable with reference to the amount of pension before commutation.





भाग-V  
PART-V

एक पेंशन संचितरण अधिकारी से दूसरे प्राधिकारी को पेंशन अदायगी आदेश के अन्तर्गत का रिकार्ड यदि कोई है।  
Record of transfer of PPO from one pension Disbursing authority to another, if any :

क्र.सं. S.No.	अन्तरण से पूर्व जिस पेंशन संचितरण प्राधिकरण से पेंशन ली जा रही है उसका पूर्ण ब्यौरा Full particulars of PDA at which pension is drawn before transfer	तारीख जिस तक पेंशन अदा कर दी गई है Date upto which pension has been paid	पेंशन अदायगी जिस पें.सं.प्रा.को अंतरित किया गया है, उसका पूर्ण ब्यौरा Full particulars of PDA to which PPO is transferred	अन्तर्गत रि. सं. पें.सं.प्रा. के प्राधिकृत अधिकारी के तारीख सहित हस्ताक्षर Date signature of authorised officer of transferring PDA

भाग-VI  
PART-VI

पेंशन प्राप्तकर्ता को समय-समय पर पहचान (यदि अदायगी डाक धनदेश द्वारा की जाती है तो वर्ष में दो बार, अन्यथा वर्ष में एक बार) Periodical identification of pensioner (To be done twice a year if payment is by postal money order, otherwise annually)

तारीख Date	परनामित अधिकारी के आद्याक्षर Initials of designated officer	तारीख Date	परनामित अधिकारी के आद्याक्षर Initials of designated officer	तारीख Date	परनामित अधिकारी के आद्याक्षर Initials of designated officer

Location No. :  
J No. :

Signature  
has been  
basic



## OFFICE OF THE ACCOUNTANT GENERAL(A&amp;E) , HIMACHAL PRADESH, SHIMLA-3

Dealing Section :-

Date.....

Application No. :

Pensioner File Id :-

P.O No.:

Note : File ID must be quoted by the Deptt./Pensioner for future reference

**Subject :- Certificate and Report of the A.G.(A&E), H.P., Shimla, on the admissibility of Pension / DCRG in respect of**

Certified that (subject to the instructions recorded below) qualifying service of

has been duly approved for Half-years and that pension not exceeding Rs. on the basis of last pay of Rs. and DCRG not exceeding Rs. on the basis of the last pay of Rs. in lump sum are admissible under the CCS(P) Rules 1972.

The pension will commence from

2. After the death of the Govt. Servant, family pension not exceeding Rs. per month will be admissible

to from the day following the day of death of till the expiry of 7 years or completion of 65 year of age by the employee and 67 years of age in the case of All India Service had the Govt. employee survived, whichever is earlier, and thereafter @ Rs. per month subject to the conditions specified in the P.P.O.

DCRG MAY BE DRAWN AND DISBURSED TO THE RETIREE AFTER ADJUSTING OUTSTANDING GOVT. DUES. IF ANY

DCRG

Total

3. Service Book is returned herewith  
Copy forwarded to

Sr. AO

for information and necessary action and class IV employees whose date of appointment is before 10.05.2001

Sr. AO

**IMPORTANT INSTRUCTIONS / OBSERVATIONS**

1. The calculations have been duly verified.
2. The amount of death cum retirement gratuity reported in this C&R may be drawn and disbursed at your end after ensuring compliance of this C&R.
3. While drawing and disbursing the amount of D.C.R.G, the amount of provisional gratuity if any already authorised may be adjusted.
4. The sanction of D.C.R.G, may be sent to this office quoting the file ID and application No. of this authority.
5. The service for the period to may please be got verified under proper attestation .
6. The above report holds good provided he continues in service without interruption, EOL, or any other non qualifying service till the date of retirement. It may please be confirmed.
7. R.I.P. is admissible as per H.P. Govt orders issued from time to time.
8. Increment due on raising pay to Rs has been taken into account. Necessary entry may please be recorded in the service book/character roll.
9. List of family member / photograph / specimen signature / descriptive roll of the retiree may be sent(if not already furnished).
10. The charge are debitible to the H.P. Govt. office of Account : 2071 - Pension & ORBS, 01 - Civil, 104 - Gratuity and in the case of A.I.S. officers 8658-suspense Account 101 -P.A.O. Suspense Account, Adjustable with CPAO New Dehli.
11. Exact date of birth in Christian era of pensioner/wife must be mentioned in the relevant columns of pension forms with proof/certificate of date of birth issued by the competent authority while forwarding each/every pension/family pension case to this office.



## IMPORTANT INSTRUCTIONS

1. Dearness relief is payable with reference to the amount of pension before commutation.
2. Relief on pension / family pension is payable as per H.P. Govt order issued from time to time.
3. In the event of the death of pensioner governed by the Liberalised Pension Rules within period of five years from the date retirement the Disbursing Officer should take the following action:-
  - (i) Intimation regarding the benefits of family pension and/of residuary gratuity admissible under Liberalised Pension Rules under certain circumstance should be sent to the person to whom arrears of the pension are paid or are payable under Rule 370 of the Central Treasury Rule Vol-I and.
  - (ii) Intimation about the death of the pensioner should be sent to the Head of the Office/ Deptt. With statement of pension etc. So far paid, in order to enable him to take further action regarding grant of family pension and / residuary gratuity.
  - (iii) (a) Parents who were wholly dependent on the government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child. The parents whose total income from all sources was Rs. 3500/- pm plus dearness relief from time to time or more at the time of the death of an employee shall not be considered to be dependent.  
(b) Son / Daughter including widowed/divorced daughter till he/she attains the age of 25 years or upto the date of his/her marriage/re-marriage or till he/she starts earning his/her livelihood & whichever is earlier. Son/ daughter including widowed/divorced daughter shall be deemed to be earning his/her livelihood if his/her income is Rs.3500/- per mensem or more. Addition as per para 8.4 of H.P. Govt. OM dated 14-10-2009 family pension to unmarried daughter/ widowed/ divorced daughter will continue for lifetime only after the family pension ceased to the eligible family members.
  - (iv) In case where the pensioner/family pensioner has died or has become ineligible for pension/ family pension, both halves of PPO should be returned to the office of AG (A&E), after recording last payment certificate, for cancellation of updating the record of the office of the AG (A&E), H.P.Shimla-171003.
  - (v) In case of High Court judges the pension in the first instance is chargeable to the Consolidated Fund of India under Article 112(3)(d)(iii) of the constitution to India & thereafter recovered from the Govt. Of H.P. Under Article 290 of the constitution of India.
  - (vi) Enhanced family pension is to be paid under Rule 54(3)(a)(1) shall be payable to the family of the government servant who dies in service from the date of death of the government servant for the period of ten years without any upper age limit. These orders are applicable w.e.f. 01.01.2006.

### FAMILY PENSION IS TO BE PAID :

- (i) In case of Widow : From the date following the date of death of the deceased Govt. Servant till remarriage of the death of the recipient whichever is earlier.
  - (ii) In case of unmarried daughter/son : From the date following the date of death of the deceased Govt. servant till the age of 25 years, death or marriage, or start earning livelihood @Rs.3500p.m. whichever is earlier.
  - (iii) In case of Parents: From the date following the date of death of the deceased Govt. Servant till death or earning does not exceed Rs.3500 p.m. plus dearness relief. They will have to produce an annual certificate to the effect that earning is not more than Rs. 3500
2. No pension shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of Creditor for any demand against the pensioner(Section II, Act XIII of 1871)
  3. Payment under this order is to be made only to the pensioner in person, with the following exception :-
    - (a) To persons specially exempted by Government.
    - (b) To female unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.(Payment in both cases (a) and (b) is made on the production of the Life Certificate signed by a responsible officer of Govt. Or other well known and trustworthy person)
    - (c) Any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 or by any pensioned Officer who before retirement exercised the powers of a Magistrate or by any Gazetted Officer or by Munsiff or by a police officer not below rank of sub-inspector in charge of the police station or by Post Master, a department sub post-master or an inspector of post offices, or by officers of Reserve Bank of India and Public Sector Bank or by a Head of a village Panchayat. Gaon or Gram Panchayat or by the head or an executive Committee of a Village or by Bank included in the second Schedule to the Reserve Bank of India Act, in respect of persons drawing pension through that bank.
    - (d) In all cases referred to in clause (a), (b) and (c) the Disbursing Officer must atleast once a year require proof independent of the furnished by the life certificate of the continued existence of the pensioner. The pension shall not be paid on account of a period more than a year after the date of Life Certificate last received and the Disbursing officer must be on the watch for authentic information of the decease of any such pensioner and on receipt, shall promptly stop further payment.

### 4. Classification :

- (a) Pension is debitible to the head 2071- Pension & ORB, 01 Civil 101 Superannuation and Retirement Allowance and in case of I.A.S. Officers 8658-suspense account 101-P.A.O. Suspense Account, Adjustable with CPAO New Delhi.
- (b) Family Pension is debitible to the head 2071- Pension & ORB, 01 - Civil, 105 - Family Pension and in case of I.A.S. Officers 8658-suspense Account 101- P.A.O. Suspense Account, Adjustable with CPAO New Delhi

Application No. \_\_\_\_\_  
SPO No. \_\_\_\_\_

To \_\_\_\_\_

Certified \_\_\_\_\_

has \_\_\_\_\_

Signature \_\_\_\_\_



## OFFICE OF THE ACCOUNTANT GENERAL(A&amp;E) , HIMACHAL PRADESH, SHIMLA-3

o.....  
 Application No. :  
 GPO No. :  
 To

Dealing Section :-

Date.....

Pensioner File Id :-

Note : File ID must be quoted by the Deptt./Pensioner for future reference

Subject :- Certificate and Report of the A.G. (A&E), H.P., Shimla, on the admissibility of Family Pension / Death Gratuity in respect of

Certified that (subject to the instructions recorded below) qualifying service of

has been duly approved for \_\_\_\_\_ half-years and death gratuity not exceeding Rs.

in lump sum is admissible on the basis of last pay of Rs.

Under C.C.S. (Pension) Rules 1972.

2. Family Pension @ Rs.

P.M. w.e.f.

to

and

thereafter @ Rs.

P.M. is admissible to

Subject to

the conditions specified in the Pension Payment Order.

3. THE DEATH GRATUITY MAY BE DRAWN AND DISBURSED AFTER ADJUSTING OUTSTANDING GOVT. DUES, IF ANY,

4. SERVICE BOOK IS RETURNED HEREWITH.

DEATH GRATUITY

TOTAL

AAG / Sr. AO / AO

Copy forwarded for information and necessary action to

Observations

AAG / Sr. AO / AO

### IMPORTANT INSTRUCTIONS / OBSERVATIONS

1. The calculations have been duly verified.
2. The amount of death gratuity reported in this C&R may be drawn and disbursed at your end after ensuring compliance of this C&R.
3. While drawing and disbursing the amount of death gratuity, the amount of provisional gratuity if any already authorised may be adjusted,
4. The sanction of death gratuity may be sent to this office.
5. The service for the period \_\_\_\_\_ to \_\_\_\_\_ may please be got verified under proper attestation.
6. R.I.P. is admissible as per H.P. Govt orders issued from time to time.
7. List of family members / photograph / specimen signature / descriptive roll of the retiree may be sent(if not already furnished).
8. Pension papers have been retained in this office for the issue of P.P.O.
9. Please acknowledge receipt.
10. The charges are debitable to the H.P. Govt.under the Head : 2071 - Pension & ORBS, 01 - Civil, 104 - Gratuity



## IMPORTANT INSTRUCTIONS

1. Dearness relief is payable with reference to the amount of pension before commutation.
2. Relief on pension / family pension is payable as per H.P. Govt order issued from time to time.
3. In the event of the death of pensioner governed by the Liberalised Pension Rules within period of five years from the date retirement the Disbursing Officer should take the following action:-
  - (i) Intimation regarding the benefits of family pension and/of residuary gratuity admissible under Liberalised Pension Rules under certain circumstance should be sent to the person to whom arrears of the pension are paid or are payable under Rule 370 of the Central Treasury Rule Vol-I and.
  - (ii) Intimation about the death of the pensioner should be sent to the Head of the Office/ Deptt. With statement of pension etc. So far paid, in order to enable him to take further action regarding grant of family pension and / residuary gratuity.
  - (iii) (a) Parents who were wholly dependent on the government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child. The parents whose total income from all sources was Rs. 3500/- pm plus dearness relief from time to time or more at the time of the death of an employee shall not be considered to be dependent.  
(b) Son / Daughter including widowed/divorced daughter till he/she attains the age of 25 years or upto the date of his/her marriage/re-marriage or till he/she starts earning his/her livelihood & whichever is earlier. Son/ daughter including widowed/divorced daughter shall be deemed to be earning his/her livelihood if his/her income is Rs.3500/- per mensem or more. Addition as per para 8.4 of H.P. Govt. OM dated 14-10-2009 family pension to unmarried daughter/ widowed/ divorced daughter will continue for lifetime only after the family pension ceased to the eligible family members.
  - (iv) In case where the pensioner/family pensioner has died or has become ineligible for pension/ family pension, both halves of PPO should be returned to the office of AG (A&E), after recording last payment certificate, for cancellation of updating the record of the office of the AG (A&E), H.P.Shimla-171003.
  - (v) In case of High Court judges the pension in the first instance is chargeable to the Consolidated Fund of India under Article 112(3)(d)(iii) of the constitution to India & thereafter recovered from the Govt. Of H.P. Under Article 290 of the constitution of India.
  - (vi) Enhanced family pension is to be paid under Rule 54(3)(a)(1) shall be payable to the family of the government servant who dies in service from the date of death of the government servant for the period of ten years without any upper age limit. These orders are applicable w.e.f. 01.01.2006.

### FAMILY PENSION IS TO BE PAID :

- (i) In case of Widow : From the date following the date of death of the deceased Govt. Servant till remarriage of the death of the recipient whichever is earlier.
  - (ii) In case of unmarried daughter/son : From the date following the date of death of the deceased Govt. servant till the age of 25 years, death or marriage, or start earning livelihood @Rs.3500p.m. whichever is earlier.
  - (iii) In case of Parents: From the date following the date of death of the deceased Govt. Servant till death or earning does not exceed Rs.3500 p.m. plus dearness relief. They will have to produce an annual certificate to the effect that earning is not more than Rs. 3500
2. No pension shall be liable to seizure, attachment or sequestration by process of any Court in India in the instance of Creditor for any demand against the pensioner(Section II, Act XIII of 1871)
  3. Payment under this order is to be made only to the pensioner in person, with the following exception :-
    - (a) To persons specially exempted by Government.
    - (b) To female unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.(Payment in both cases (a) and (b) is made on the production of the Life Certificate signed by a responsible officer of Govt. Or other well known and trustworthy person)
  - (c) Any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 or by any pensioned Officer who before retirement exercised the powers of a Magistrate or by any Gazetted Officer or by Munsiff or by a police officer not below rank of sub-inspector incharge of the police station or by Post Master, a department sub post-master or an inspector of post offices, or by officers of Reserve Bank of India and Public Sector Bank or by a Head of a village Panchayat. Gaon or Gram Panchayat or by the head or an executive Committee of a Village or by Bank included in the second Schedule to the Reserve Bank of India Act, in respect of persons drawing pension through that bank.
  - (d) In all cases referred to in clause (a), (b) and (c) the Disbursing Officer must atleast once a year require proof independent of the furnished by the life certificate of the continued existence of the pensioner. The pension shall not be paid on account of a period more than a year after the date of Life Certificate last received and the Disbursing officer must be on the watch for authentic information of the decease of any such pensioner and on receipt, shall promptly stop further payment.
4. Classification :
    - (a) Pension is debitable to the head 2071- Pension & ORB, 01 Civil 101 Superannuation and Retirement Allowance and in case of I.A.S. Officers 8658-suspense account 101-P.A.O. Suspense Account, Adjustable with CPAO New Delhi.
    - (b) Family Pension is debitable to the head 2071- Pension & ORB, 01 - Civil 105 - Family Pension and in case of I.A.S. Officers 8658-suspense Account 101- P.A.O. Suspense Account, Adjustable with CPAO New Delhi



Regd.

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), HIMACHAL PRADESH, SHIMLA-3**  
**COMMUTATION PAYMENT ORDER**

Dated.....

Dealing Section :-

Pensioner File ID :-

**Note : File ID must be quoted by the Deptt./Pensioner for future reference**

Application No. :

PPO No. :

The District Treasury Officer,  
(H.P.)

Payable at.....

Under Rs.....

Subject : Commutation of Pension of

I request you to make arrangement for payment of commuted value of pension amounting to Rs. In respect of PPO mentioned by carrying out the modifications in both halves of PPOs as detailed below : (Subject to instruction recorded below)

(a) Basic Pension (Rs.)

(b) Pension Commuted(Rs.)

(c) Reduced Pension (Rs.)

from the

2. Reduced Pension @ Rs.

P.M. may be paid to

date of receipt of commuted value of pension by the Pensioner or three months after the issue of authority whichever is earlier..

3. The relief will be admissible on the original pension.

4. The commuted portion of pension of Rs.

may be restored after

start

from the month following the month of payment.

1. Copy to

Sr. AO / AO

He / She is advised to contact the District Treasury Officer/ Treasury Officer / Bank to receive the payment.

2. Copy to

Sr. AO / AO

**INSTRUCTIONS / OBSERVATIONS FOR T.O.**

1. THE RECEIPT OF THIS LETTER MAY BE ACKNOWLEDGED AND IT MAY BE CERTIFIED THAT CHANGES SUGGESTED IN THIS LETTER HAVE BEEN CARRIED OUT IN BOTH HALVES OF THE PENSION PAYMENT ORDER.
2. Separate bill should be prepared for the payment of the commuted money quoting No. date of this letter as authority and paid voucher should be forwarded to this office in a registered cover in a separate schedule.
3. The charge is debitible to the H.P. Govt. Under the head 2071 - Pension and other retirement benefits , 01 Civil and in the case of A.I.S. Officers 8658- Suspense Account101 - P.A.O. Suspense Account, Adjustable with CPAO New Delhi.
4. In case of High Court judges the amount of commutation of pension in the first instance is chargeable to the Consolidated Fund of India under Article 112(3) d (iii) of constitution of India and thereafter recovered from Govt. Of H.P. Under Article 290 of the Constitution of India.

Regd.

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), HIMACHAL PRADESH, SHIMLA-3**  
**(Intimation Slip of P.P.O.)**

Application No. :

Date.....

PC No. :

To

The District Treasury Officer,

(H.P.)

Sir,

I AM FORWARDING HEREWITH P.P.O NO.

IN FAVOUR OF

FOR RS.

PER MONTH FOR ARRANGING PAYMENT SUBJECT TO THE INSTRUCTIONS GIVEN BELOW.

Dealing Section :-

Pensioner File Id :-

Note : File ID must be quoted by the Deptt./Pensioner for future reference

Yours faithfully,

1. Copy forwarded for information to

Senior Accounts Officer

He/She should appear before the D.T.O./T.O./Bank

to receive payment. (Please see instructions below)

2. Copy forwarded to

Senior Accounts Officer

**INSTRUCTIONS FOR THE D.T.O.**

- (a) The Pensioner's portion of the order may be made over to him after obtaining his signature on the disburser's portion after you have satisfied yourself of his identity and payments noted on both portions as they are made. The slip bearing the left hand thumb and finger impressions of the pensioner is also enclosed.

If the pensioner wishes to draw his pension through an authorised agent, the pensioner's portion of the Pension Payment Order may, on the application by the pensioner, be sent to his authorised agent through registered post, provided the latter has executed a bond of idemnity to refund overpayments. A written acknowledgement of the receipt of the pensioner's Portion of the pension payment order should, however be obtained from the pensioner through the agent for record.

- (b) If he/she has not mentioned Nationalised Bank branch and bank account number to draw his/her pension/family pension in the pension papers while forwarding to AG office, he/she should apply for the same to the concerned District Treasury Officer now under intimation of the office.
- (c) In case pensioner/ family pensioner has expired or has ceased, pension/family pension both halves of PPO should be returned to AG (A&E) office after recording last payment certificate for cancellation and updating the record/data of AG office.

**INSTRUCTIONS FOR THE PENSIONER**

- (a) If he/she wishes to be exempted from appearing in person to receive his portion of P.P.O. and to draw his pension through an authorised agent, he should apply to the effect to the Treasury Officer through the Agent, who should have executed a bond of idemnity to refund over payments. In the latter case, the Pension Payment Order will be sent to him through the Agent.





कार्यालय महालेखाकार (लेखा व हकदारी )  
हिमाचल प्रदेश, शिमला-171003

पंजीकृत

क्रमांक: निधि: /अन्तिम भुगतान/प्राधिकार-पत्र/  
सेवा में,

दिनांक:-

महोदय, ( /- रुपये से नीचे तथा से पहले देय नहीं है ।)

आपके पत्र संख्या: के संदर्भ में मुझे आपको खजाना से रुपये /-  
(रूपये केवल) आहरण करने तथा  
श्री/श्रीमति के बाद, श्री/श्रीमति के साठ भू नि० खाता सं: नियमानुसार देय ब्याज सहित उपलब्ध राशि का उचित पहचान  
करने में गर्व है । अन्तिम भुगतान के रूप में संवितरण करने हेतु प्राधिकृत

- अभिदाता को सूचित किया जाये कि जो रकम अब प्राधिकृत की गई है उसे स्वीकार करना होगा क्योंकि उसके बाद कोई भी ब्याज नहीं दिया जायेगा ।
  - यह प्राधिकार-पत्र इस पत्र के जारी होने की तिथि से तीन महीने तक मान्य है तथा जैसे ही वितरण किया जाये वैसे ही इसका संवितरण इस कार्यालय को भेजे । इस प्रमाण पत्र में आहरण का खजाना/रोकड़ वाऊचर संख्या व दिनांक और निर्दिष्ट व्यक्ति(यों) की वितरण की तिथि दर्शाई जानी चाहिए ।
  - जिला खजाना अधिकारी को भी तदनुसार सूचित किया जा रहा है ।
  - कर्मचारी के वेतन से भुगतान किए गए महीने (नों) में घटाई गई रकम के लिए प्राधिकार-पत्र उस समय जारी कर दिया जाएगा जैसे ही अंशदान उनके खाते में समायोजित हो जाएगा/जाएंगे। इसलिए अनुरोध किया जाता है कि इस/इन महीने (नों) में जमा अंशदान(नों) का खजाना वाऊचर इस कार्यालय को शीघ्रातिशीघ्र प्रेषित करें । यदि गायब क्रेडिट(टों) को ढूंढने के लिए 'अपेक्षित विवरण सीधे तौर पर या आहरण व संवितरण अधिकारियों के माध्यम से इस प्राधिकार-पत्र के जारी होने के तीन महीने के अन्दर न भेजा गया तो यह समझा जायेगा कि उसने इन महीने/महीनों के दौरान अंशदान नहीं करवाया था तथा मामले को समाप्त हुआ समझा जाएगा ।
  - स्थायी/अस्थायी अग्रिम का दिया गया प्रमाण पत्र सत्य तथा प्रमाणित माना गया है । किसी गलत सूचना के आधार पर अधिक अदायगी हो जाने पर उसका पूर्ण दायित्व सम्बन्धित आहरण एवं संवितरण अधिकारी का होगा ।
- महत्वपूर्ण टिप्पणी :- यदि अभिदाता ने सामान्य भविष्य निधि से स्थायी या अस्थायी अग्रिम माह से अब तक लिया हो तो इस प्राधिकार-पत्र को रद्द समझा जाये तथा भुगतान न करने के प्रमाण-पत्र सहित इसे इस कार्यालय को वापिस भेज दिया जाये ताकि संशोधित प्राधिकार-पत्र जारी किया जा सके ।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है:-

वरि० लेखा अधिकारी

जिला कोषाधिकारी:

कृपया जब प्राधिकृत राशि का भुगतान हो जाए तो उसे मुख्य शीर्ष-8009-राज्य भविष्य निधि-01-सिविल-सा०भ०नि०-101/104 में डेबिट कर दें ।

श्री/श्रीमती/कु०:

आप सा०भ०नि० लेखा संख्या:

में बकाया राशि के

भुगतान को प्राप्त करने हेतु उपरोक्त कार्यालय से संपर्क करें ।

वरि० लेखा अधिकारी





कार्यालय महालेखाकार (लेखा व हकदारी )  
हिमाचल प्रदेश शिमला-171003.

क्रमांक: निधि

दिनांक:-

सेवा में

**विषय:- अभिदाता के भविष्य निधि की जमा राशि का बीमा के अन्तर्गत भुगतान ।**

महोदय,

मै हिमाचल प्रदेश सरकार वित्त विभाग के पत्र संख्या 14-5/74-ए वित्त आर दिनांक 22 अप्रैल, 1975 के अनुसार आपको

खजाना से रूपये

/-रूपये

केवल)

आहरण करने हेतु प्राधिकृत करता हूँ जोकि स्व0 अभिदाता श्री/श्रीमति

के सामान्य भविष्य

निधि खाता संख्या

की जमा राशि से सम्बन्धित बीमा योजना के अन्तर्गत दिया जाता है।

2. राशि का भुगतान श्री/श्रीमती  
स्व0 श्री/श्रीमति

को किया जाये ।

3. जब राशि का भुगतान किया जाये तो इसका वर्गीकरण निम्न लेखा शीर्ष के अन्तर्गत किया जाये -

2235-

सामाजिक सुरक्षा व अन्य सामाजिक सुरक्षा एवं कल्याण ।

60-

अन्य नागरिक सामाजिक सुरक्षा तथा कल्याण कार्यक्रम ।

104-

जमा सम्बन्धी बीमा योजना-सरकारी भविष्य निधि ।

01-

जमा से सम्बन्ध बीमा योजना के अन्तर्गत देय तिथि ।

20-

अन्य व्यय ।

4. यह प्राधिकार पत्र जारी होने की तारीख से छः महीने की अवधि तक मान्य है।

5. जमा सम्बन्धी योजना का लाभ उन कर्मचारियों के लिए ही स्वीकार्य है जिनकी सेवाकाल के दौरान मृत्यु हो जाती है और यह भी केवल इस स्थिति में उसकी सेवा अवधि उसकी मृत्यु के समय 5 वर्ष पूरी हो गई हो। दावे को खजाना को प्रस्तुत करने से पहले कार्यालय अध्यक्ष अपने तारीख सहित हस्ताक्षरों द्वारा बिल पर यह प्रमाणित करें कि श्री/श्रीमती की मृत्यु सेवाकाल के दौरान समय हुई है और उसने मृत्यु के कम से कम पांच साल की सरकारी सेवा पूरी कर ली थी ।

वरि0 लेखा अधिकारी

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है:-

जिला क्रोधाधिकारी

कृपया जब रकम का भुगतान किया जाए तो उसे उपरलिखित पैरा-3 के अनुसार वर्गीकृत किया जाये । राशि का भुगतान करने से पूर्व पैरा-5 की अनुपालना सुनिश्चित कर ली जाये ।

श्री/श्रीमती/कु0:

आप स्वर्गीय श्री/श्रीमति

सामान्य भविष्य निधि लेखा संख्या:

में बकाया राशि के भुगतान प्राप्त करने हेतु उपरोक्त कार्यालय से सम्पर्क करें।

वरि0 लेखा अधिकारी