

*Dir - Treasury
& Accounts*

From

Principal Secretary to Government Haryana,
Finance Department.

To

1. All the Heads of Departments in Haryana
2. The Registrar (General), Punjab & Haryana High Court Chandigarh.
3. All the Divisional Commissioner Ambala, Hisar, Rohtak & Gurgaon.
4. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Memo No 14/81/2012-5 FA

Dated: Chandigarh, the 10-09-2012

TO (Smt)
Asst Secy
50 (Smt)
Deepika
Subject: *10/9/12* **Scheme for payment of pension through e-Pension System.**

Reference on the subject cited above.

- (1) The scheme for payment of pension through e-Pension system would be applicable for all pensioners or family pensioners of Government of Haryana who start drawing their pension on or after 01.08.2012. For all other pensioners or family pensioners Government of Haryana, who are already drawing pension through the existing system, the scheme would be extended in phases as decided by the Finance Department from time to time.
- (2) The detailed procedure to be followed for the pensioners/family pensioners covered by the new system is outlined in the following paragraphs:
 - (i) The Principal Accountant General, Haryana while issuing PPO to the District Treasury Officer will mention on the PPO itself the bank account details and particular branch of the Bank where the pensioner wants its pension to be credited. However pensioner is free to change bank details in future, if he so desires.
 - (ii) The pensioner/ family pensioner is free to opt for any empanelled bank with core banking facility and providing RTGS/NEFT/ECS facility for transfer and receipt of funds through Electronic Payment System. The bank branch can be situated anywhere in India. The bank account will be a savings account operated singly by the account holder and should not be allowed to be operated upon by another person by virtue of a power of attorney executed in his favour. Such account should not be a Joint or either of survivor account except for the case that in case of Pension such Joint account can

Counted - 2

be opened by the pensioner with his/ her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The joint account of the pensioner will be operated subject to the terms and condition as per Finance Department Haryana letter No. 5/50/05-3 Pension dated 30-12-2005/02-01-2006. Such facility will not be available in case of family pension. A certificate to this regard, as per Annexure E-1 from the bank branch will be required to be submitted by the pensioners to the Treasury Officer at the time of presenting his pension claim for the first time. Similar certificate will be required if there is change in bank details in future.

- (iii) Treasury will also obtain an undertaking (it needs to on a stamped paper) in form E-2 from the pensioner that excess payment credited to his/ her account, due to delay in receipt of any material information or any bonafide error by bank or the Treasury/ Pension disbursement cell can be recovered by the bank. Such undertaking should be taken by the concerned Treasury at the time of presentation of pension claim for the first time.
- (iv) The Treasury Officer will deliver Pensioner's half of the PPO to the pensioner and disburser's half will be kept at Treasury in same manner as already being done. A scanned copy of the PPO would be made available online. Pensioners half will be delivered to pensioner after necessary formalities have been completed for payment of pension in future. A pensioner is also required to produce his personal copy of letter of Principal Accountant General, Haryana forwarding PPO to Treasury Officer.
- (v) No bill will be required to be submitted by the Pensioner for drawing pension every month. The pension will be paid by the Treasury/ Pension Disbursement Cell (PDC) after deduction of tax by electronic transfer of the amount to the bank account of the pensioner. The amount will be so credited on the first working day of the following month for which pension is payable. If in exceptional cases the pension payment could not be credited on the first working day, it must be ensured that it is credited as soon, there after as

possible, and in any case not later than the 7th of the following month for which pension is due.

- (vi) Certificates to be furnished by the pensioners in Treasury/ Sub Treasury

Following certificates are required to be furnished by the pensioner in any Treasury or Sub Treasury of the State, irrespective of the fact as to from where he had received the first pension, at such intervals as provided in existing rules.

- (i) Life Certificate
- (ii) Non Employment Certificate
- (iii) Non marriage – remarriage Certificate

All such certificates received by Treasury/ Sub Treasury will be scanned and uploaded in the Online System. In case such a certificate is furnished in a Treasury/ Sub Treasury other than the one where its PPO is kept on record, the original of these certificates will be sent to the said Treasury on monthly basis by such Treasury/ Sub Treasury.

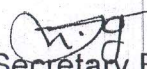
- (vii) The Pensioners can get his half PPO updated from any Treasury or Sub Treasury any time. However, it is essential that the PPO is presented for updating personally by the Pensioner at least once in a period of six months. In case the Pensioner cannot be so present then he can send a person duly authorized for this purpose on a form E-2 specified for this. Such a form can either be downloaded from the e-pension website or collected from any Treasury/ Sub Treasury. Validity of such form will be for a period of 15 days from date of downloading.
- (viii) All other provisions/ procedures in relation to these pensioners will be the same as applicable to pensioners drawing pension directly from Treasury before the launch of the e-Pension system.

For the purpose of e-pension system:

1. Empanelled Banks means the banks which have been selected by the Government of Haryana for the purpose of e-pension disbursement and who

have signed indemnity bond in the requisite format. These banks will be required to give certificate as per Annexure E-1 to the pensioners desirous of having a pension account with a branch of the bank.

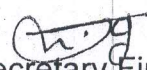
2. Pension Disbursement Cell (PDC) means a cell created by the Government of Haryana for specific purpose of dealing with all or any part of the e-pension system.


Under Secretary Finance,
for Principal Secretary to Government Haryana
Finance Department. *10/9/12*

Endst. No.14/81/2012-5 FA

Dated, Chandigarh the 10-09-2012


A copy each is forwarded to all the Principal Accountant General (A&E/ Audit) Haryana, Chandigarh for information and necessary action.


Under Secretary Finance,
for Principal Secretary to Government Haryana
Finance Department. *10/9/12*

Endst. No. 14/81/2012-5 FA

Dated, Chandigarh the 10-09-2012


A copy each is forwarded to all the Additional Chief Secretaries/ Principal Secretaries / Administrative Secretaries to Government Haryana for information and necessary action.


Under Secretary, Finance,
for Principal Secretary to Government Haryana
Finance Department. *10/9/12*

Endst. No. 14/81/2012

Dated, Chandigarh the 10-09-2012

A copy of the above is forwarded to all the Treasury Officers and Assistant Treasury Officers in the state for information and necessary action.


Under Secretary, Finance,
for Principal Secretary to Government Haryana
Finance Department. *10/9/12*

Annexure E-1

This is certified that Sh./Smt./Ms. _____
R/O _____ is having savings Account no
_____ with this bank. This account is a single holder account
and not a Joint or either of survivor account. This account can be operated by
the account holder only and not by another person by virtue of a power of
attorney executed in his favour.

This account is jointly with Sh./ Smt/ Ms. _____
who is spouse of the Pensioner and authorization for family pension as per PPO
exists in his/ her favour. This account can be operated by these account holders
only and not by any other person by virtue of a power of attorney exempted in
his favour. Nature of this account will never be changed later on.

Stamp or Signature of Authorised person from Bank.

Name & Address of Bank alongwith IFSC/MICR.

FORM E-2

PPO No. :
Name of Pensioner
/ family pensioner.....

Date/Time of Print
Form ID

(This form is valid upto for purpose of updation of PPO)

To

The Treasury Officer / Assistant Treasury Officer,
..... (Name of Treasury / Sub-Treasury).

Due to following reason it is not possible for me to personally come to the treasury for PPO
updation :

.....
.....
.....
.....

So I am authorizing to get my PPO updated. His sample signatures
are as follows :

.....

(Signature of Authorized person)

Attested signature as above

.....

(Signature of PPO holder)

You are requested to update the PPO.

Date

(Signature of PPO holder)

FORM E-3

UNDERTAKING.

I hereby undertake that any excess payment that may be found to have been credited in my Bank Account as a result of incorrect fixation of pension or due to any bonafide error or due to delay in receipt of any material information or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Treasury either by adjustment against future payments due to me or otherwise.

I further undertake that as a result of any rectification or adjustment in the pension granted to me on the strength of some interim order of the court of law or on the basis of any interim order by any court of law, any excess amount which may be found to have been credited in my Bank account as a result of appropriate decision taken by Government on the final decision of the court of law, will be refunded by me to the Treasury either by adjustment against future payments due to me or otherwise.

DATE:

SIGNATURE

PLACE:

NAME-_____

ADRESS-_____