

## **REVENUE :**

1. Register of Applications for Power Supply
2. Register of I.P. sets
3. Inventory Register of Street lights
4. Register of Agreements
5. Consumers' Deposit Register
6. Register of R.R. Numbers assigned to installations
7. Revenue Ledger
8. Stock Register of Blank Revenue Ledgers
9. Register of Temporary installations
10. Register of Meters with constants (More than ONE)
11. D.C.B. Register of Revenue and Electricity Tax
12. Register of Arrears of Revenue
13. Register of Civil Suits filed for the recovery of revenue arrears.
14. Register of irrecoverable arrears of revenue written off
15. Register of withdrawals of excess demands of Revenue & Tax
16. Register of replacements of Lamps/Bulbs/Tube lights
17. Register of Transformer Centres
18. Register of Removing and Re-fixing of Energy Meters
19. Register showing the names of the employees enjoying the benefit of Free Power Supply
20. Tally Register
21. Register of Audit Short Claims.

## **STORES :**

1. Numerical Stock Ledger
2. Combined-Indent cum Invoice books
3. Materials Returned Invoice books
4. Acknowledgement Invoice books
5. Register of Materials Receipts
6. Register of Materials Issues
7. Register of unacknowledged Invoices
8. Register of Blank Stock Ledger sheets
9. Register of Arrivals Report of materials

10. Register of Railway Receipts/Lorry Receipts
11. Register of Meters/Transformers/any other article sent to M.T. Division/R.T. Division for test/repairs and return
12. Vehicle Log Books
13. Bin/Tally Card

**GENERAL :**

1. Register of Registers/Books maintained
2. Asset Register
3. Inventory Registers of Land / Building / Plant / Machinery / Distribution Lines / Transmission Lines / Equipments in service.
4. Register of Motor Vehicles
5. History Books of Vehicles
6. Register of Bills received and disposed
7. Register of sanctioned estimates
8. 'C' Register / Works Register.
9. Register of Completion Reports
10. Pricing Stock Ledgers
11. Register of Incumbents
12. Register of Order Books by field officers
13. Register of Minutes
14. Register of Inspection Reports, Internal Audit Reports, Statutory Audit Reports
15. Register of contingent articles purchased
16. Contingent Expenditure Book
17. Register of letters received
18. Register of letters despatched
19. Register of Registered letters / parcels received
20. Register of D.O. letters / Urgent letters / Telegrams received
21. Casual Leave Register
22. Attendance Register
23. Register of Undisbursed Wages
24. Register of Purchase Orders
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# CHAPTER - IX

## INSPECTIONS

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# **CHAPTER - IX**

## **INSPECTIONS**

### **INSPECTION BY THE \*CHIEF CONTROLLER (INTERNAL AUDIT)**

(B5/415/84-85(b)/3/25-4-1985)

\*(B16/B5/8767/91-92/20-4-1997)

- 553.** (1) The Chief Controller (Internal Audit) should inspect atleast once every year all the Central Offices/Zonal/Circle/Divisional/Sub-Divisional/Section Offices of the Board. A general inspection of the bigger Divisional Offices should be done once in a half year.
- (2) A notice of Inspection shall be issued to the Offices concerned a few days before the inspection.
- (3) Omissions / Commissions observed and irregularities noticed in the course of inspection should be recorded in the minutes book for compliance by the concerned office. A copy of the observations / remarks shall be sent to the CEE/SEE/EEE for necessary action on administrative side.
- (4) The Officer whose office was inspected will furnish his replies and explanation within 30 days to the Chief Controller (Internal Audit)
- (5) The Chief Controller (Internal Audit) will record his further remarks. The points recorded in the minutes book have to be cleared in respect of all items.
- (6) Important irregularities and defects in the system discovered during the course of inspection and irregularities regarding which in the opinion of the Chief Controller (Internal Audit) sufficient action has not been taken by the concerned officer, will be intimated to the Board independently through Finance Member.
- (7) The Chief Controller (Internal Audit) may arrange for surprise inspection of any of the office with the approval of the Board.

- (8) The Chief Controller (Internal Audit) should take the opportunity afforded by these inspection not only to check and bring to the notice, irregularities which may have occurred but also to aid the offices by his advice.
- (9) The Chief Controller (Internal Audit) should see that the initial accounts are free from corrections and erasures in order to serve as an evidence when required for that purpose. From the nature of the conditions under which work is generally carried out during the execution of project works there is considerable scope for occurrence of financial irregularities and it will be necessary for the Chief Controller (Internal Audit) through his inspections and examinations of the accounts to keep a vigilant watch over these.
- (10) Although the Chief Controller (Internal Audit) is required to audit the accounts of disbursing offices, this will not relieve the CEE/SEE/EEE from the responsibility for the maintenance of the authorised system of accounts of the Board.
- (11) One of the most important points to be looked into the course of INSPECTION is the treatment of the initial accounts rendered to Divisional Officers by their subordinates. When cases are brought in the Civil or Criminal Courts, these initial accounts are the documents which Judicial Officers generally require as evidence and therefore the mode in which these documents are treated and filed in the Divisional offices should invariably form one of the points for investigation in the course of inspection. The Inspecting Officer should see that they are free from corrections and erasures in order to serve as evidence when required for that purpose.
- (12) Divisional Officer / Divisional Accounts Officer are responsible and accountable in respect of all paras of the Inspection Report.
- (13) A Register showing the issue and disposal of the Inspection Reports and the correspondence relating thereto shall be maintained. It should contain necessary columns to show the various stages in the disposal of the Inspection Reports.

**INSPECTIONS BY DIVISIONAL OFFICERS, SUB-DIVISIONAL OFFICERS, DIVISIONAL ACCOUNTS OFFICERS / ASST. ACCOUNTS OFFICERS.**

554. (1) The Divisional Officers and Sub-Divisional Officers should in the course of their tours, inspect particularly the Cash and Stores of Sub-Divisions / Sections, in addition to their inspection of Works.
- (2) The Divisional Accounts Officers / Assistant Accounts Officers are required to inspect the accounts of Sub-Division and Sections, once in Six months. In the case of Sub-Divisions / Sections, where there is no Senior Assistant / Assistant to look after the Revenue and Store Accounts, the inspections should be carried out quarterly.
- (3) These inspections should be taken up at convenient intervals and be distributed throughout the half year so that no Sub-Division or Section will be left unsuspected during the half year.
- (4) During these inspections, the entire accounts of the month other than that test checked by the Inspecting Officers, Chief Controller (Internal Audit) should be examined thoroughly and in detail as regards Cash, Revenue and Stores besides a general review of the Accounts and Registers for the entire period from the date of previous inspection, to see that they are written up properly and upto-date.
- (5) The defects noticed should in the case of inspections by Accounts Officers / Assistant Accounts Officers, be reported to the Divisional Officers for orders. But, the Divisional Accounts Officer / Assistant Accounts Officer will be responsible, as far as possible, for personally explaining the defects of procedure and imparting necessary instructions thereon to Sub-Divisional and Sectional Officers and their staff.
- (6) Copies of the Inspection Reports of Divisional Accounts Officers / Assistant Accounts Officers need not be sent to Financial Adviser & Chief Account Officer. It is enough if such inspection reports are placed before the Inspecting Officers for review during local

inspections. Serious financial irregularity, if any, noticed in the course of such inspection, should however be reported to the Divisional Officer and the Chief Controller (Internal Audit).

(SA.III/B5/6870/83-84/12-12-1983)

- (7) At the end of every half year the Divisional Officers should send a statement of the Inspections of Sub-Divisions and Sections made by the Divisional Accounts Officer / Assistant Accounts Officer, to the Financial Adviser & Chief Accounts Officer together with an extract of important points if any.
- (8) The Divisional Officers will seek the advice of the Financial Adviser & Chief Accounts Officer in all matters relating to Finance and Accounts and application of any regulation / order concerning which there may be any doubt. It is desirable however that he shall first obtain the advice of the Divisional Accounts Officer and this should always be done in writing.
- (9) A register showing the receipt and disposal of the Inspection, Reports/ Audit Reports should be maintained. Accounts Officer / Deputy Controller of Accounts should ensure prompt attention in the disposal of such reports as early as possible.

#### **INSPECTIONS BY ADMINISTRATIVE / CONTROLLING OFFICERS.**

555. (1) Inspections on the Administrative and Technical sides will be made by the Chief Engineer, Electy. (General) and Zonal Chief Engineers, (Electy.) in their respective jurisdictions.
- (2) Administrative inspection of the Accounting Units of the Zone will be made by the Zonal Controller of Accounts to ensure proper maintenance of accounting records and in particular, the Asset Registers, Work Registers, D.C.B. Statements, etc., of the Zone.
- (SA.III/2435/85-86/29-1-1988)
- (3) The Superintending Engineers of O&M Circles, shall inspect all the Offices and Stores, in their jurisdiction once in a year. One copy of the Inspection Report shall be sent to the Zonal Chief Engineer.

- (4) It will be the duty of the Superintending Engineers to inspect the important works in their circles and satisfy themselves that the system of management is efficient and economical and that the regulations as regards Works, Stock and Accounts are strictly observed and that the executive and administrative work of their circles are satisfactorily performed.
- (5) Deputy Controller of Accounts of O&M Circles may also inspect the Divisions/Sub-Divisions.

### **MAINTENANCE OF MINUTES BOOK**

- 556.** (1) To enable the Inspecting Officers, including the Financial Adviser and Chief Accounts Officer, and the Chief Controller (Internal Audit)/Accounts Officers, inspecting Divisions / Sub-Divisions / Sections to record important points emerging out of inspections, a MINUTES BOOK in the form (prescribed hereunder) should be maintained and produced at the time of inspection for record of the important points noticed and the instructions issued thereon.
- (i) Serial Number and Date.
  - (ii) Reference to para in the Inspection Report, if any.
  - (iii) Nature of observation in brief.
  - (iv) Action taken by the Divisional Officer or concerned officer for final disposal.
  - (v) Final remarks by the Inspecting Officer.
- (2) Such of the points as are agreed to be given effect to during discussion or do not require further correspondence with the Divisional Officer should be entered in the Minutes Book. The action taken by the Divisional Officers or the concerned officers, till the final disposal, should be recorded therein and reviewed by the Inspecting Officers during their next inspection.



# CHAPTER - X

## ESTABLISHMENT

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# CHAPTER - X

## ESTABLISHMENT

### INTRODUCTORY :

1. Section 15 of the ELECTRICITY (SUPPLY) ACT 1948 empowers the Board to appoint a Secretary and such other officers and employees as may be required to enable the Board to carry out its functions under the said Act. Secretary's appointment requires approval of the State Government.
2. The service in the Board can be broadly classified into Regular Establishment and Maintenance Establishment.
3. Recruitments & Promotions -  
The Recruitment of persons to the various categories of posts and promotions to employees, in both the establishments are regulated in accordance with "Board's Recruitment and Promotion Regulations".
4. Service Conditions -  
The service conditions of all the employees borne on the Regular and Maintenance establishments are regulated in accordance with Board Employees' Service Regulations.
5. Conduct, Disciplinary action & Punishments -  
All Employees are subjected to :-
  - (a) Employees' Services (Conduct) Regulations 1988, and
  - (b) Classification, Disciplinary, Control and Appeal Regulations 1987.
6. Work Load Norms & Job Definitions -  
Work Load Norms in respect of different categories of posts both in the Executive and Ministerial cadres, upto certain levels, and Job Definitions have been prescribed.
7. Exemptions Granted by the State Government :-
  - (a) Exempted from the application of all the provisions of Employees' Provident Fund and Miscellaneous Provisions Act 1952.

(G.O. No. SWL 12 LPF 82/15-10-85)

(B14/5003/82-83/23-11-85)

(b) Exempted from the application of the payment of Gratuity Act 1972.

(G.O. No. SWL 4 LBW 85/21-11-88)

(B14/8109/84-85/6-12-88)

(c) Exempted from the application of Employees' State Insurance Act Periodically -

From	To	- G.O. No. SWL 566 LSI 85
20-9-85	19-9-86	dated 19-12-1985.

20-9-86	19-9-87	- G.O. No. SWL 577 LSI 86
		dated 23-12-1986.

(B14/205/78-79/2-1-86 & 2-1-87)

### **PAY AND ALLOWANCE - GENERAL**

#### **PAYMENTS :**

557. (a) Except as provided in para (c) below, pay, leave salary and other monthly recurring payments becoming due for payment on the expiry of the month to which they relate and no such payment should be made before the first working day of the next month and any claim relating to the last few days of the month after the submission of the bill which is subsequently found not payable shall be recovered or adjusted.

**EXCEPTION :** The salary for the month shall be disbursed on the last two working days of that month, staggering disbursements if need be and if payment cannot be made on the last working day of that month. However if any one or both of the last two working days happens / happen to be Bank holiday(s) or Bank does not work the date(s) of disbursement shall be preponed correspondingly.

(WLIC.105/75-76/14-11-75)

(b) The payments due for a part of a month should ordinarily be made at once without waiting till the end of the month in the following cases:-

- (1) When an employee proceeds out of India on deputation or on leave other than earned leave taken by itself;
  - (2) When an employee finally quits the Board service or is transferred to Foreign service;
  - (3) When an employee is promoted to a post under Group-B or reverted to a post under Group-C.
  - (4) When Board so authorises specifically.
- (c) The last payment of salary should not be made to an employee finally quitting the Board's service unless the pay drawing officer has satisfied himself/herself by reference to Financial Adviser & Chief Accounts Officer / Chief Controller of Accounts and to his/her own records that there are no demands outstanding against that employee.

**558.** Pay and allowances of an employee who is certified to be a lunatic by a Magistrate should be paid in accordance with the following procedure.

- (1) On receipt of information that an employee has been certified to be a lunatic, the Head of the office in which the employee, before being certified to be a lunatic, was last employed should, on the basis of the orders issued by the appointing authority indicating the person(s) to whom and the proportion in which the pay and allowances admissible to the employee may be disbursed in accordance with the provisions of Section 95(1) of the Indian Lunacy Act 1912, draw the pay and allowances of the employee in the appropriate bill form. The claim should be supported by all the relevant certificates which the Head of the office / Pay drawing officer is required to furnish in the normal circumstances.
- (2) If the employee is invalided from service the claim would be the last one and the requisite payment shall be made only after satisfying that no dues are outstanding against that employee.
- (3) The amount may be paid to the person(s) referred to in para (1) above in the proportion determined by the appointing authority and receipts obtained, stamped where necessary.

- (4) Board dues, if any shall be adjusted against the amount payable. Where it is found that some amount is outstanding against the employee even after the adjustment of the claims for pay and allowances, the same may be adjusted against the amount of DCRG, if any and if the same is also insufficient the balance outstanding dues may be written off under sanction of the competent authority.

#### **PROVISIONAL PAYMENTS PENDING RECEIPT OF SANCTION FOR CONTINUANCE OF TEMPORARY POSTS.**

559. In respect of those employees holding temporary posts the Head of the Office / Pay Drawing Officers may draw / authorise drawal of their pay and allowances for a period of THREE months after the expiry of the sanctioned period provided the proposals for continuance of the posts have been submitted well in time. It will be the responsibility of the Authority concerned to take timely action for issuing sanction for the continuance of the temporary posts.

#### **DEATH OF PAYEE**

560. (a) Pay, officiating pay, leave salary and other emoluments can be drawn for the day of an employee's death; the hour at which death takes place does not affect the claim.
- (b) Pay and allowances of all kinds claimed on behalf of a deceased employee may be paid without the production of usual legal authority :-
- (i) If the gross amount of the claim does not exceed Rs. 5,000/- under the orders of the Head of the Office in which the employee was working at the time of his/her death, provided that the Head of the office is otherwise satisfied about the right and title of the claimant; and
  - (ii) if the gross amount of the claim exceeds Rs. 5,000/- under the orders of Zonal Chief Engineer, on execution of an Indemnity Bond in the prescribed form duly stamped for the gross amount due for payment with such sureties as may be deemed necessary.

- (c) In case of any doubt, payment shall be made only to the person producing the legal authority.
- (d) Procedure for drawal and disbursement of arrears of Pay & Allowances -

On receipt of the claim for payment of arrears of pay and allowances on behalf of a deceased employee from his/her heir(s) the Head of the Office in which the deceased employee was last employed should draw the amount in the appropriate bill form. The claims should be supported by all the relevant certificates which the Head of the office / Pay drawing officer is required to furnish in the normal circumstances. The Pay drawing officer should satisfy himself/herself by reference to Financial Adviser & Chief Accounts Officer / Chief Controller of Accounts and office records that there are no demands outstanding against the deceased employee. The amount payable may be adjusted against any dues to Board in case other payable amounts are found insufficient for adjustment against the outstanding dues. The amount should be disbursed to the claimant(s) in the manner indicated in para (b)(i) & (ii) above. A formal receipt, stamped where necessary should be obtained from the claimant.

#### **PAYMENT OF DUES OF AN EMPLOYEE WHOSE WHEREABOUTS ARE UNKNOWN.**

- 561.** When a Board employee disappears leaving his/her family, the amount of salary, leave salary in respect of encashment of leave due having regard to the nomination made by the employee shall be sanctioned to the family in the first instance.

(B4/1931/88-89/20.2.90)

#### **APPOINTMENTS AND TRANSFERS**

- 562.** (a) Every order of appointment should give clear and specific information regarding :-
- (1) the particular sanctioned post filled up.
  - (2) the circumstances of the occurrence of the vacancy and

- (3) the kind of tenure of appointment ordered i.e. substantive, provisional, officiating, in charge of current duties in addition to one's own duties or in charge of current duties independently.
- (b) Vacancies, permanent or temporary will be filled up by the appointing authorities only when the work of the vacant posts cannot be entrusted to other employees without involving extra expenditure.
- (c) Transfers should be minimised as far as possible.

### **PRODUCTION OF HEALTH CERTIFICATE ON FIRST APPOINTMENT**

- 563.** (a) Every person who is appointed for the first time shall obtain a medical certificate of health signed by a Medical Officer not inferior in rank to an Assistant Surgeon (Gazetted) and produce it to the pay drawing officer. It should be annexed to the first pay bill of the employee.
- (b) Where the production of the Medical Certificate of health has been dispensed with under Regulation 10(c) & (d) of BESR a certificate to this effect should be attached to the first pay bill of the employee.

### **INCIDENCE OF CHARGE**

- 564.** The following Regulations govern the incidence of cost of pay and allowances of employees: -
- (1) The whole pay and allowances of an employee should be taken against the Division / Office and the post in which he/she is working.
  - (2) The transit pay and allowances of an employee proceeding to join an Office / Division should in the absence of special orders to the contrary, whether in respect of a particular case or class of cases be debited to the Office / Division to which he / she is proceeding.



- (3) The salary admissible for the period of joining time and the salary admissible for the period of leave of an employee belonging to Group-C, who on promotion to a post under Group-B avails joining time and then leave on Medical grounds, shall be drawn and disbursed by the drawing officer of the office in which the employee was working before his/her promotion.
- (4) The leave allowances of an employee transferred from one Office / Division to another, while on Earned leave, are from the date of the order of transfer charged to the Office / Division to which the employee is transferred.
- (5) When an employee is transferred to another Office / Division while on leave, other than Earned leave, the transfer does not take effect until the employee joins the new post.

#### **LAST PAY CERTIFICATE**

- 565.** (1) The pay drawing officer should issue a last pay certificate -
- (a) When an employee is transferred or deputed to another establishment ;
  - (b) When an employee is promoted to a post under Group-B or from Maintenance Establishment to Regular Establishment ;
  - (c) When an employee is reverted from a post under Group-B/A to a post under Group-C or from Regular Establishment to Maintenance Establishment;
  - (d) On retirement of an employee or death of an employee while in service.
- (2) The last pay certificate of an employee should not be issued until the date and hour making over charge on transfer / retirement or the date of death of an employee while in service are known to the pay drawing officer, who has to issue the last pay certificate.
- (3) The pay drawing officer should on no account draw any pay or allowance to an employee joining the post on transfer, without the last pay certificate.

- (4) The last pay certificate provides for details of all kinds of deductions. The officer issuing the last pay certificate is responsible for the correctness of all the entries and certificates furnished on the last pay certificate.

#### **ATTACHMENT OF PAY**

- 566.** (1) Whenever warrants of attachment of salary or allowances of an employee are received from the court recoveries are to be effected by the drawing officer and remitted to the Court.
- (2) The pay drawing officer receiving the warrant should not enter into correspondence with the Court or forward any representation of the employee concerned in the matter. His/Her duty is merely to execute the warrant provided the amount is available. Failure to obey the provisions of Law in this respect will make the pay drawing officer concerned personally liable to make good the loss that may be caused to Board thereby.
  - (3) In cases in which the employee concerned does not sign the acquittance roll and intentionally allows his/her pay to remain undisbursed or the employee concerned, being Group-A or B category employee refrains from preparing his/her salary bill and drawing his/her salary regularly in order to evade payment on account of an attachment order issued by a Court of Law, the pay drawing officer concerned may draw the salary of the employee concerned in satisfaction of the attachment order subject to prescribed restrictions and remit the amount to the court concerned.
  - (4) Particulars of the attachment order should be cited in acquittance rolls or the pay bills as the case may be as an authority for the charge and the Court's receipt for the amounts should be filed with the attachment register or such other suitable record as may be kept by the drawing officer.

- (5) Whenever recoveries on account of Court attachment are to be effected they should be shown as deductions in the concerned establishment or salary bills and the drawing officers should prepare statements of deductions separately for each court showing particulars of the suit, the name of the employee whose salary is attached and the amount deducted etc and attach them to the bills.

### **ATTACHMENT OF PAY AND ALLOWANCES ETC. FOR DEBT**

567. Whenever warrants of attachment of Pay and Allowance of an employee, for DEBT are received from the Courts, the pay drawing officer has to recover the amount from the salary of the employee and remit it to the Court concerned.

### **RECOVERIES FROM SUBSISTENCE ALLOWANCE**

568. (1) The permissible deductions from the subsistence allowance granted to an employee under suspension fall under the two categories -
- (a) Compulsory deductions
  - (b) Optional deductions
- (2) Recovery of the following deductions which fall under category (a) above should be enforced from the subsistence allowance :-
- (i) Income Tax, if the income is taxable;
  - (ii) House Rent;
  - (iii) Repayment of loans and advances taken from the Board.
- (3) The following deductions which fall under category (b) should not be made except with the written consent of the employee :-
- (i) Premia on L.I.C. policies ;
  - (ii) Amounts due to Co-Operative Societies.
- (4) The deductions of the following nature should not be made from the subsistence allowance :-
- (i) Amounts due on court attachments ;
  - (ii) Recovery of loss to Board for which the employee is responsible.

**NOTE :** The suspending authority will exercise discretion to decide whether the recovery should be held wholly in abeyance during the period of suspension or it should be effected. If it is decided to effect the recovery the rate of recovery should not in any case exceed one third of the gross amount of subsistence and other allowances admissible.

### **MAINTENANCE ESTABLISHMENT**

**569. (1)** Employees borne on the several cadres of Maintenance Establishment represent the permanent staff of workmen intended to assist the employees of the executive cadre borne in the Regular establishment in getting through the manual portion of the work connected with the Operation and Maintenance systems (Generation, Transmission and Distribution) Maintenance of stations, Store houses, Board's Buildings and Roads, attending to consumer complaints etc.

**(2) CHECK NUMBERS**

Every employee borne in the maintenance establishment is provided with an identification check number, when that is lost another one may be issued on payment of Rs. TWO only.

**(3) ATTENDANCE**

The executive subordinate in charge of each unit of establishment should maintain TWO sets of Time Books, one for ODD dates and another for EVEN dates, for marking the attendance of the employees.

**NOTE :** (i) The maintenance of Time Books and Time Cards where necessary shall be regulated in accordance with the Regulations prescribed for marking the attendance and allocation of labour in respect of daily rated workmen.

- (ii) In case of absence of an employee, the nature of absence should be clearly indicated against the name of the absentee, in the Time Book.
  - (iii) In the case of employees who are required to work under more than one executive subordinate during a month (as their daily attendance will be scattered in the Time books of different J.Es) their attendance has to be entered in a separate register day by day to facilitate check as to the correctness of the total number of days for which the pay and allowances are claimed.
- (4) The attendance extract for the period from 16th of the month to 15th of the following month shall be sent to pay drawing officer, to facilitate preparation of pay bill.

Attendance of workmen when not engaged on maintenance works:-

- (5) When the services of workmen are utilised on works other than maintenance works the allocation of their pay and allowances for the period has to be worked out by obtaining the necessary time cards and shown separately in the establishment pay bills.
- (6) TEST CHECK OF ATTENDANCE -  
The Divisional / Sub-Divisional Officer should make at least one TEST CHECK of the attendance of the workmen and record that fact in the time book under proper attestation.
- (7) LEAVE -
- (a) The claims in respect of Leave and Leave salary and allowances are regulated in accordance with the relevant Regulations of BESR.
  - (b) When workmen get injured while on duty injury leave upto TWELVE months with or without extra cost may be sanctioned after obtaining an accident report and Medical Certificate.

## **PROCEDURE FOR DRAWING PAY AND ALLOWANCES**

### **ESTABLISHMENT REGISTER**

- 570.** (1) Every pay drawing officer should maintain an Establishment Register, in the prescribed form, for recording the Pay and Allowances of the Employees as and when drawn. The Establishment Register contains about 200-250 folios, one folio being used for each post.
- (2) An index of sanctions is written up on the first two pages wherein reference to sanctions and variations in sanctions are to be recorded duly noting the folio number of the register for each post wherein the claims against the post are drawn. Details written in the index to sanctions are to be duly attested. On each folio, the name of the post, authority viz., orders sanctioning the post, name of the office to which the post is sanctioned, scale of pay, allowances attached to the post and the year for which claims are drawn have to be recorded.
- (3) The various posts sanctioned under both Regular and Maintenance establishment for each Section / Sub-Division / Division / Circle and other Offices are to be written serially so that all the posts in a particular office appear one after the other in the Establishment Register (first the names of all the employees borne on the Regular establishment and next the names of all the employees of Maintenance establishment) to facilitate the preparation of one Pay Roll for both Regular and Maintenance establishment in an office. One or more volumes of the Establishment Register may be maintained according to requirements.
- (4) There will be ONE folio in the Establishment Register for one post and pay and allowances for the employees posted / working against that post are to be recorded on that folio as and when drawn. Each folio can be used for one year from April to March. When an employee working against a post is transferred / retired, the fact and issue of last pay certificate etc. have to be noted in RED INK. The name of the new

incumbent should be written against the month in which he / she has reported and his / her pay and allowances are drawn thereafter and recorded in the same folio.

- (5) In case a second incumbent is posted against the post when the original incumbent of the post is under suspension or on deputation or on leave with extra cost, the second incumbent's pay and allowances may be drawn on a separate folio at the end of the Establishment Register after entries relating to employees in sanctioned posts are noted and the facts of such drawals should be conspicuously noted in the remarks column of the folio of the absentee to indicate a contra reference.
- (6) If new posts are sanctioned for an office in the middle of a year such posts may be entered on the folios following the last one in which the last post in existing sanction is noted duly noting in the index as detailed in para 2 above and pay and allowances are drawn. In April of subsequent year such posts should however be clubbed with the other posts in that office and new Establishment Register is operated as detailed in para 3, above.
- (7) The Establishment Register has to be renewed every year.
- (8) The name of the employee has to be written only once in April or when the employee first reports for duty against the post but not repeated every month.
- (9) In the column 'Authority No. and Date' reference to O.M. / Order sanctioning the increment, special pay, leave, surrender of leave, transfer etc. should be noted corresponding to the entries in respective columns.
- (10) When an increment is drawn :-

Rate of increment	should be written on beneath
Basic Pay after increment	the other
Date from which effective	

- (11) Rate of Special Pay, Conveyance Allowance and the date from which it is sanctioned should be written in the column 'Special Pay and Conveyance Allowance' thus
- |                                 |                       |
|---------------------------------|-----------------------|
| Rate of Special Pay / C.A.      | should be written one |
| Date from which it is effective | beneath the other     |
- (12) Columns provided for leave and surrender of leave are self explanatory and necessary entries are to be made therein depending upon the nature of sanction.
- (13) When an employee reports for duty on transfer or an employee is deputed for training and the pay drawn against the post from which the employee is deputed after noting reference to O.M. / Order in the column 'Authority No. and Date' the period of joining time, deputation has to be written in the column 'Joining time, Suspension etc.' Similarly particulars of order, date of effect etc. should be noted when an employee is placed under suspension.

### MONTHLY PAY ROLLS

571. (1) After checking the attendance extract for the month the monthly pay and allowances for an employee are to be worked out in the respective folio and columns for the month in the Establishment Register. Gross amount should be tallied with total deductions plus net amount payable.
- (2) After entering pay and allowances in the Establishment Register Pay Roll has to be prepared for the month. There should be one Pay Roll comprising both regular and maintenance establishment employees of an office. Inner sheets for Pay Roll are to be used to suffice for drawing pay and allowances for all employees in an office (Section / Sub-Division / Division / Circle etc.). The posts sanctioned for an office under Regular and Maintenance establishment appear one after the other in the Establishment Register for pay and allowances. The Pay Roll for a month can be prepared easily by copying out the names, designations, Pay and allowances, deductions and net amount



payable from the establishment register. There should be separate Pay Rolls for each office viz., Section / Sub-Division / Division / Circle Office etc.

- (3) While so preparing the Pay Roll B.R. No. and date assigned to the Pay Roll has to be noted in each folio in the column provided in the Establishment Register.
- (4) After completing the Pay Roll for an office totals are to be struck and net amount plus deductions agreed with gross amount in the Pay Roll.
- (5) Details such as Name of the Office, Month for which drawn, Gross amount, Deductions payable / Adjustable total deductions and Net amount payable are to be filled up on the first page of the Pay Roll form.
- (6) Allocation of expenditure under various heads of accounts is to be consolidated from the Head of Debit written inside the Pay Roll for each employee and furnished under "Head of Account" on the first page of the Pay Roll form and total tallied with the gross amount of the bill.
- (7) Amount creditable to salaries payable account (Account Code 44.310/75.110 to 75.115) and deductions adjustable by credit to different heads of account are to be recorded in detail duly noting the adjustment number and date on the first page of the Pay Roll as these adjustment entries are passed simultaneously with passing the Pay Roll.
- (8) Space provided on the last page of the Pay Roll, which is self explanatory, is to be used for recording passing endorsements.

### **SUPPLEMENTAL PAY ROLL**

- 572.** (1) When there is an occasion to prepare a Supplemental Pay Roll, it may be worked out on the respective columns of the month in the folio meant for each employee duly noting the B.R. No. and date assigned to the supplemental pay roll. After completing preparation

of the claim in the Establishment Register, it may be entered in the supplemental pay roll and roll closed in the same manner as is done for the monthly Pay Roll.

- (2) Space provided under 'Certificate' on the first page of the Pay Roll is to be used for recording certificates while passing supplemental pay rolls.
- (3) All supplemental claims should be verified throughly by the pay drawing officers. Such claims should invariably be noted in the original Pay Rolls / Establishment Registers and certificates in the following forms shall be recorded in all supplemental pay / salary bills.
  - (i) Certified that the supplemental claims preferred above have been verified with reference to the acquittance rolls for the concerned months filed in this office/the concerned offices and also that they have been noted against the entries shown therein as with-held or omitted.
  - (ii) Certified that the amounts claimed in this bill have not been drawn previously.

### **OTHER CLAIMS**

**573.** From the folios in the Establishment Register it may be seen that there are columns meant for drawing Festival Advance, Leave Surrender Salary Shift allowance, Overtime Allowance, Double wages and Leave Salary Advance in respect of the employee for whom the folio is meant. Whenever any of these claims are to be drawn, it may be worked out in these columns. Where there is necessity to exhibit pay and allowances separately for any of these claims, such details may be noted one beneath the other thus

Leave Salary	etc. in the amount column. The Pay Roll is to be
D.A.	prepared in the same manner as is done for
H.R.A.	monthly bills.
C.C.A.	

**574.** The Assistant Accounts Officer has to first scrutinise claims in the Establishment Register and affix his/her dated initials in the column meant for it in token of such scrutiny and correctness of the entries. He/she has to check the Pay Roll/Supplemental Pay Roll with reference to the claims worked out and recorded in the Establishment Register for each employee and Pay Roll or Supplemental Pay Roll passed for payment.

### **SALARY BILLS OF GROUP A & B CATEGORY EMPLOYEES**

- 575.** (1) Each employee of Group A or Group B category will prepare his/her salary bill for pay and allowances, in the prescribed form, and present it to the pay drawing officer, seven days before the last working day of the month to which the claim relates. The salary bill should contain all the required certificates and should be accompanied by the necessary deduction statements. The contents of the bill should be duly receipted by the drawer with a receipt stamp affixed.
- (2) The salary bill may be made payable to a well known and recognised Banker at the written request of the employee, in which case the salary bill should be sent to the pay drawing officer through such Banker who should also receipt the contents of the bill. The cheque will be sent to the Banker.
- (3) Payments will be made by means of cheques. The paid salary bills will be filed in the office of the pay drawing officer.
- (4) The employee drawing the salary for the first time should present the salary bill with last pay certificate and pay slip. If he/she is newly appointed, drawing his/her salary bill for the first time, medical certificate of health, copy of the charge report and pay slip should be attached to the salary bill.

## **ALTERATION OF PAY**

- 576.** An employee (Group A or B) drawing his/her own salary bill should not draw an increased or changed rate of pay, leave salary, allowances unless it is supported by a pay slip issued by the appropriate authority.

## **ISSUE OF PAY SLIP**

- 577.** (1) In respect of Group A category employees the pay slips will be issued by the Financial Adviser & Chief Accounts Officer.

(B16/5949/81-82/7-3-85)

- (2) In respect of Group B category employees the pay slips will be issued by the \*respective pay drawing officers.

\*(B24/6441/97-98/18-12-97)

- (3) The pay slip will be prepared in duplicate. The original should be given to the concerned employee and the duplicate is sent to the pay drawing officer, if the pay slip is issued by the Financial Adviser & Chief Accounts Officer., given to the establishment assistant, if the pay slip is issued by the pay drawing officer.

- (4) Fresh pay slip has to be issued only when there is change in the rate of pay.

(B16/5949/81-82/18-3-85)

- (5) Issue of pay slips is discontinued in cases of :-

- (a) Changes in the rates of

Dearness Allowance,  
House Rent Allowance,  
City Compensatory Allowance  
Shift Allowance,  
Leave Salary / Leave  
Surrendered Salary,

Bonus,  
Special Pay  
Construction Allowance  
Conveyance Allowance  
Special Locality Allowance } \*

\* attached to the posts

- (b) Transfers from one post/place to another post/place not involving Promotion or Reversion.
- (c) The claims pertaining to the above are to be settled by the paying office itself as per the sanctions or relevant regulations.

(WLIC.19/75-76/22-10-1975)

### **CHECK AND PAYMENT OF SALARY BILLS**

**578.** The pay drawing officer shall exercise necessary checks as to the rates of pay and allowances before passing the salary bills. He/She should ensure that all necessary and authorised deductions are made in the salary even if the employee has omitted to deduct such amounts. Individual cheques shall be issued after the bill is passed.

### **PAYMENT OF OTHER CLAIMS**

**579.** The other claims, such as Bonus, Re-imbusement of Medical Expenses, Festival Advance, etc. shall be preferred in combined bill wherever necessary and disbursed in cash.

### **TRAVELLING ALLOWANCE**

**580.** An employee (Group A & B) should prepare his/her Travelling Allowance bill in the prescribed form and present it to the pay drawing officer. Claims relating to Transfer Travelling Allowance should be prepared separately.

**581.** (1) Travelling Allowance of establishments shall be drawn seapately. Ordinarily not more than one T.A. bill will have to be preferred for the claims of a particular month in respect of Group C & D employees.

- (2) The Travelling Allowance bill should be countersigned by the concerned authorities empowered to countersign. A register shall be maintained for recording the bills that are countersigned.
- (3) Travelling Allowance bills of the employees shall be prepared and passed through in all their stages as expeditiously as possible and when they are delayed either in the office where such bills are prepared or in the office where bills are received for countersignature for more than a month, a note of explanation shall be recorded on the bills.
- (4) The Travelling Allowance claims relating to Tour / Transfer / Travel Concession should be preferred on separate bills.

### **TRAVELLING ALLOWANCE CLAIMS**

- 582.** Travelling Allowance claims shall be drawn and disbursed in accordance with Regulations contained in Chapter XVI of BESR.

### **CONVEYANCE ALLOWANCE**

- 583.** The drawal of conveyance allowance shall be regulated in accordance with Regulation 358 to 361 of BESR.

### **OVERTIME PAY**

- 584.** The drawal of overtime pay shall be regulated in accordance with Regulation 54 of BESR.

### **SHIFT ALLOWANCE**

- 585.** The drawal of shift allowance shall be regulated in accordance with Regulation 71 and Appendix VI of BESR.

### **MEDICAL EXPENSES**

- 586.** All claims for re-imbusement of medical expenses shall be regulated in accordance with Rule 14 of Board Employees' Medical Attendance Rules.

## **TRANSFER OF CHARGE**

**587.** Every transfer of charge of an employee of Group A and Group B, proceeding on leave or on transfer or returning from leave should be reported to the concerned authorities on the same day.

## **DIVISIONAL OFFICERS**

**588.** On the occasion of the transfer of the Executive Charge of a Division from one officer to another, the records, the cash, stores and works on hand shall be made over in the manner indicated hereunder :-

- (1) All cash (if in charge of cash,) Records, Instruments and other articles under the immediate charge of the Divisional Officer, will be examined and counted and made over personally to the relieving officer, who will note on the receipt, inaccuracies, if any.
- (2) Every Executive Officer will have his accounts brought upto date and be in readiness to make over charge at short notice; and all contracts and other engagements will be so arranged as not to be disturbed by a transfer.
- (3) The relieving officer will take up the expenditure of cash and stores from the date of assumption of charge. The relieved officer remains responsible in respect of the transactions, execution of works, etc. during his incumbency and to offer proper explanation, when required.
- (4) The relieving officer will then proceed with the relieved officer, unless the Superintending Engineer / Zonal Chief Engineer has specially directed the later to leave the station as soon as he is relieved, to inspect the records, cash, stores, works and materials at site of works under the charge of the executive subordinates. He will examine the accounts, count cash, inspect the stores and count, weigh & measure certain selected articles, in order to test the accuracy of returns and will minutely examine the works in progress as to their quality and correctness according to the sanctioned plans and estimates. He will also record his opinion as to the correctness of the account of materials at site.

- (5) Whenever, the Superintending Engineer (EI) / Zonal Chief Engineer so direct the relieved officer will accompany the relieving officer for the inspection of the outstations.
- (6) An officer must not delay in making over charge of a division, after the arrival of the relieving officer. He should not leave the station before the arrival of his successor, except on medical grounds supported by a medical certificate and/or the permission of the authority which issued the transfer orders.
- (7) The relieved officer will give the relieving officer a list and memorandum showing all the works on hand and the orders remaining to be completed with and of such matters as require his attention, with full explanation of any peculiarity of circumstances and difficulties apprehended.
- (8) He will also furnish the relieving officer with a complete statement of all unadjusted claims with reasons for their not having been adjusted in due course and a report as to any complication likely to arise owing to their non adjustment.
- (9) After the above formalities have been complied with the relieving officer will report to the concerned authorities that the transfer has been completed; and he will describe the state of records, cash, stores and works, mentioning what outstations he has yet to inspect and when he proposes to visit each of them. He should take this opportunity to bring to notice anything irregular or objectionable in the conduct of business in the Division that may have come to his notice officially. He will also specially report whether the accounts may be considered to fairly represent the progress of the works. Except under special circumstances, this aspect of completion of transfer should be submitted within a fortnight of taking charge.
- (10) A divisional officer who fails to bring to notice within a reasonable period any deficiency or defect in work or stores taken over from



his predecessor, will be held responsible for the same both as to the quantity and quality so far as it may have been practicable for him to ascertain.

(11) In the case of any disagreement between the relieved and relieving officers a report thereof will be made to the jurisdictional Superintending Engineer for ordres.

**589.** In the case of the charge of a Division becoming vacant by death or sudden departure of a Divisional Officer, the succeeding officer will proceed and assume charge, forwarding to the authorities concerned the receipts which would otherwise have been given to the relieved officer.

**590.** The above regulations apply mutatis mutandis to transfers of charge among Assistant Executive Engineers, Assistant Engineers, Junior Engineers incharge of Sub-Divisions/Sections of Operation and Maintenance and Major Works.

#### **ACCOUNTS OFFICERS / ASSISTANT ACCOUNTS OFFICERS**

**591.** (1) When an Accounts Officer / Assistant Accounts Officer is about to be relieved of his/her duties in a Divisional Office, he/she should prepare transfer charge report reviewing the accounts of the Division. The state of stores, cash accounts and work accounts should be reviewed in particular. All important liabilities as also recoveries to be made from employees, and from contractors and others which should receive special attention should be mentioned. Any arrears or defects in the working of the Divisional Office / Sub-Division / Section Office rendering accouns to the Division should be specified with a statement of remedies applied or contemplated. Other points requiring the special attention of the relieving Accounts Officer / Assistant Accounts Officer should also be set forth in detail.

(2) The relieving Accounts Officer / Assistant Accounts Officer should examine the report when taking over charge and promptly forward

it with his/her remarks to the Financial Adviser & Chief Accounts Officer through the Divisional Officer who will record such observations as he may consider necessary.

- (3) The Financial Adviser & Chief Accounts Officer will, on review of the report, either record it or return it to the Divisional officer for such further action as he considers necessary.
- (4) The above regulations apply in the cases of Assistant Accounts Officers in charge of O&M Sub Divisions; and Account Officers / Assistant Accounts Officers in other offices.

### **REGISTER OF INCUMBENTS**

**592.** A register of incumbents of charge should be kept in every Divisional Office allotting different pages for each appointment and entries made there in showing the period of incumbency of Divisional Officer / Assistant Executive Engineer / Accounts Officer / Assistant Accounts Officer / Cashier / Store Keeper / Assistant Store Keeper and others holding various charges in the Divisional Head quarters and several Sub-Divisions and Sections, and other offices.

### **RESPONSIBILITIES OF PAYING OFFICERS / SANCTIONING AUTHORITIES**

- 593.** (1) It is utmost importance that claims against Board are liquidated at the earliest possible time as belated claims cannot be effectively checked.
- (2) Claims against Board which are barred by time under the provisions of the Indian Limitation Act of 1908 or under any other provisions of Law relating to Limitation should ordinarily be refused and no such claim shall be paid without the sanction of the Board. The onus is upon the claimant to establish the claim.
  - (3) The Heads of offices should distinctly understand that the personal claims of the employees should be discharged with the least possible delay.
  - (4) All claims shall be presented within the prescribed time limits.

- 594.** (1) All sanctioning authorities should bear in mind the inadvisability and inconvenience of sanctioning the claims with retrospective effect as it throws unnecessary burden on the drawing officers and leads to undeserved hardship on the employee concerned.
- (2) All promotions, permanent or officiating and other arrangements involving alterations in the pay of an employee should be sanctioned by the concerned authorities with greatest promptitude as soon as the occasion for the same arises. If any such arrangements are not sanctioned within a period of ONE year from the earliest date on which they could be ordered, they cannot be sanctioned afterwards without the approval of the next higher authority.
- 595.** (1) Claims on account of arrears of pay and allowances shall be preferred within one year of their becoming due. The time limit of one a year shall be calculated from the date on which they become payable. Where sanctions are accorded with retrospective effect, the time limit shall be calculated from the date of sanction and not from the date from which the sanction takes effect.
- (2) Annual increments should be sanctioned within one year from the date they fell due.
- (3) Superintending Engineers of O&M Circles and Zonal Chief Engineers are authorised to sanction investigation of arrears claims of the employees, working in their jurisdictions and condone the delay provided the arrears claims do not exceed the period of delay fixed.
- (4) Claims which are over six years old require sanction of the Board. Only such claims which are found to be correct in all respects beyond doubt should be recommended.
- (5) Before issuing orders condoning the delay the following checks should be exercised :-
- (a) Claims should be scrutinised by the Financial Adviser & Chief Accounts Officer or by the Internal Audit as the case may ;

- (b) The correctness of the claims should be verified with reference to original records;
- (c) That the claims have not been preferred before should be established conclusively beyond doubt with reference to original records;
- (d) It should be ensured that the payment of the claim will not result in wrong or double payment;
- (e) Sanctioning authorities should maintain a suitable register detailing all such sanctions accorded by them.

**596.** The above regulations apply equally to claims of Travelling Allowance and reimbursement of medical expenses.

### **ALTERATION OF ESTABLISHMENT**

**597.** Every proposal to add to or to make a change in an existing establishment should be explained fully in the communication addressed to Board, together with the following information :-

- (1) The reasons for considering the addition or the change proposed to be necessary.
- (2) The present cost and the corresponding cost after revision; and
- (3) The details of the number and pay of the posts, if any, which it is proposed to add to the establishment and the number and pay of the posts, if any, of which it is proposed to change.
- (4) A proposal to add to or modify an existing establishment shall be accompanied by a proposition statement in duplicate.
- (5) The proposals should distinctly indicate the extra cost including the fixed and variable allowances attached to the appointments.

**598.** The following instructions should be observed in preparing a proposition statement :-

- (1) The statement should relate to the section or part of the office affected by the proposals.

- (2) The latest order sanctioning the existing establishment should be quoted and not any earlier orders.
- (3) The increase or decrease in cost involved in the proposals should be shown against each post or class or category of posts affected.
- (4) Grand totals should be given for the number of posts in and the total cost of the several sections affected both under the existing orders and according to the proposals made and also of the amounts under "Increase or Decrease per month".
- (5) Pay which is not incremental should be entered in the column headed 'Maximum'.
- (6) In the case of Temporary establishment the period for which it is proposed that it should continue should be entered.
- (7) When the pay of any post existing or proposed rises from a minimum to a maximum by periodical increments the average monthly cost should be calculated according to the formulae given in para 599 and not the actual cost or the cost in the first year.
- (8) Fixed allowances should be entered in a proposition statement but not variable allowances such as Travelling allowance.

**599.** The following formulae should be applied in determining the average cost of appointments on time scale pay.

When the increment is annual and the period of rise is above five years the following formulae shall be applied :-

- (1) In the case of Ministerial appointments :

Value = Minimum +  $(3/4 - x/60) X$       the difference between the maximum and minimum

- (2) In the case of appointments other than Ministerial appointments :

Value = Minimum +  $(2/3 - x/90) X$       the difference between the maximum and minimum

'x' represents the excess in the period of rise in years over five years.

## **DATE OF EFFECT OF SANCTION**

**600.** Unless otherwise expressly ruled or unless the contrary appears from the context, a sanction of Board or other authority has effect from the date of the order conveying the sanction.

**NOTE :** Orders sanctioning the creation, should, in addition to the sanctioned duration of the post, invariably specify the date from which it is to run, whether it be the date of entertainment or otherwise.

## **LAPSE OF SANCTION**

**601.** A sanction for any fresh charge, shall, unless it is specifically renewed, lapse if no payment in whole or in part has been made during a period of twelve months from the date of sanction.

# CHAPTER - XI

## PENSION PAYMENTS

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## CHAPTER - XI

### PENSION PAYMENTS

**602.** The following procedure is prescribed for regulating the payment of pensions payable out of Board's funds.

(1) Nothing contained hereinafter shall be construed as affecting the provisions contained in the Board Employees' Service Regulations (B.E.S.R.) or of any regulation or order issued by the Board prescribing the procedure for the payment of pensions out of Board's funds.

**(2) SERVICE PENSION :**

Service Pension means a pension payable to a person or in respect of a person, in consideration of his/her past employment under the erstwhile Government Electrical Department and/or the Board and includes a service gratuity so payable.

**(3) SANCTIONING AUTHORITIES :**

AUTHORITY	IN RESPECT OF
(i) Board	Chief Engineer, Electy. (General) and All Chief Engineers & *Chief Controller of Accounts
(ii) Chief Engineer, Electy, (General)	Superintending Engineers, Executive Engineers, Asst. Executive Engineers.
(iii) Superintending Engineers, O&M Circles	Employees below the rank of Assistant Executive Engineers and Accounts Officers, in his Circle. *Including all the maintenance employees above the cadre of Mech Gr. II & other equivalent cadres *(B16/1448/83-84/2-9-97)





## **PENSION PAYMENT ORDER**

- (6) (a) Unless the Board 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 Chief Controller of Accounts.
- (b) In issuing a pension payment order, the Chief Controller of Accounts will:-
- (i) attach to the order a specimen signature of the pensioner if the pensioner can sign his/her name in Kannada or English; otherwise the thumb and finger impressions of the pensioner's left hand, duly attested by an officer of the Board should be attached to the order.
  - (ii) paste an attested copy of the pensioner's joint pass-port size photograph with his wife/her husband or where there is no joint photograph, the pensioner's photograph.
  - (iii) in the case of family pension, the photograph of the recipient of family pension.
- (7) The files of pension payment orders shall be kept under lock and key. Even when the files are taken out during working hours, they should be under the personal supervision of the Assistant Accounts Officer / Accounts Officer till they are restored to the receptacle and locked.
- (8) In case where a pensioner gets his/her name changed by due legal process and desires that the new name should be incorporated in the pension payment order he/she may produce all the relevant legal documents along with an application to the pension disbursing officer, for onward transmission to the Chief Controller of Accounts with his remarks. The pension disbursing officer, on being satisfied himself should certify that he/she is the very person to whom the pension has been sanctioned (or drawing the pension). The Chief Controller of Accounts after verification, will carry out necessary changes in the records and return all the

documents to the pension disbursing officer, instructing him to incorporate the change of name in the relevant records and to intimate the pensioner the change in the name.

### **RENEWAL OF PENSION PAYMENT ORDERS**

- (9) Pension disbursing officers may renew the pension payment orders, without reference to the Chief Controller of Accounts, in cases where pension payment order is lost, worn or torn or the entries in the columns are completely filled up. The renewed pension payment orders shall bear the old number, date and facsimile of signature of the Issuing Officer and the old ones, 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 register of pension payment orders.
- (10) On the renewal of a pension payment order, the portion of the original order containing the pensioner's specimen signature or thumb impression, as the case may be and the copy of the pensioner's photograph shall be cut off from the old and pasted on the renewed pension payment order.
- (11) In commutation cases, the Chief Controller of Accounts will issue the authority for the payment of the commuted value of the portion of pension commuted along with a communication intimating the date of commutation and the reduced rate of pension payable with effect from the date of commutation. The revised pension payable after commutation and the date from which it is payable will be noted in the pension payment order and in the pension docket.
- (12) In cases where an anticipatory pension payment order is issued by the Chief Controller of Accounts, the final pension when intimated by the Chief Controller of Accounts, will be noted in the pension payment order and in the relevant records by the Disbursing Officer, under his attestation quoting the Chief Controller of Accounts letter as authority. Subsequent payments should be made to the pensioner at the revised rate based on the amended pension payment order.

## **REGISTER OF PENSION PAYMENT ORDERS**

- (13) Each Disbursing Officer shall keep a register of pension payment orders. After seeing that a new order is correctly entered in this Register, the Disbursing Officer shall put his initials in the column 'Name of the Pensioner' and rule a Red Ink line across the page, below the entry. The column of remarks will be blank as long as the order of payment is in force; but when the pension payment order is returned on account of death of pensioner or application for transfer or otherwise with causes, strike it permanently off the list of pensioners under his payment, the date and cause of return shall be entered under the Disbursing Officer's initials.
- (14) On receipt of an intimation about the death of a pensioner, prompt action shall be taken to record the fact in the Register as 'Stop Payment'.
- (15) In the case of pensioners whose pensions are paid by Money Order, the necessary note shall be made in the relevant records.
- (16) 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 limitations and conditions attached to each pension of this category.

### **DUE DATE**

- (17) The pension payable to pensioners shall be disbursed on the last working day of the month for which the pension is due and if the last working day in any month falls on a General Holiday or Bank Holiday, or Non-Scheduled Holiday, the pension shall be disbursed on the working day immediately preceding such a holiday.

## PAYMENT OF CLAIMS

- (18) Save as hereinafter provided a pensioner must take payment in person after identification by comparison with the pension payment order.
- (19) A pensioner specially exempted by Board from personal appearance, a female pensioner not accustomed to appear in public, or a pensioner who is unable to appear in consequence of bodily illness or infirmity may receive his/her pension through a representative upon the production of a life certificate signed by the authorities detailed in para 20.
- (20) A pensioner of any description who produces a life certificate, signed
- by a person exercising the powers of a Magistrate under the Criminal Procedure Code, bearing his Court Seal or by a Registrar or Sub-Registrar appointed under the Indian Registration Act 1908.
- OR
- by any Gazetted Officer of the State/Central Government in service, bearing his office seal.
- OR
- by any officer of Group A or B of K.E.B. in service, bearing his office seal.
- OR
- by a Member of Parliament.
- OR
- by a Member of Legislative Assembly or Legislative Council.
- OR
- by the President of the Municipality.
- OR
- by the Chairman of a Mandal Panchayat / Zilla Parishad.

OR

by a Bank included in the second schedule to the Reserve Bank of India Act 1934, in respect of a pensioner, drawing his/her pension through that Bank.

is exempted from personal appearance.

**NOTE:** Life certificates granted by Magistrates / Gazetted Officers outside the State of Karnataka, duly bearing the office seal of the concerned Court / Office seal may be accepted.

- (21) In cases where payments are to be made to the Guardians or to the Managers on behalf of the MINOR PENSIONERS, the Pension Disbursing Officers have to see that the Guardians or the Managers are appointed by the competent authority. (Usually the Deputy Commissioners or by a Court of Law) and that the photographs, specimen signatures etc., of such Guardians or Managers should be obtained along with the pension records and sent to Chief Controller of Accounts for record and issue of authorisation of payment of pension to such Guardian or Manager.

**NOTE :** 1. In the case of a minor pensioner having a surviving parent, the minor's pension shall be paid to the parent, as the natural guardian. In case the parent happens to be a Muslim lady, payment shall be made only to the person producing a guardianship certificate granted by a Court of Law.

2. The term 'surviving parent' used in note - 1, does not include surviving step-father or step-mother.

### **PENSION BILLS**

- (22) The pension bill (forms obtainable from Pension Disbursing Officers) should be presented duly receipted, by the pensioner or by his/her authorised representative together with the pension payment order to the Pension Disbursing Officer. If the pensioner cannot sign his/her name, his/her thumb impression shall be taken on the bill and attested by the Pension Disbursing Officer / Gazetted Officer.

(23) When a pensioner draws his/her pension through an agent or representative, the claim must be supported by the written authority of the pensioner to pay the pension to the agent or the representative nominated by him/her to receive payment on his/her behalf. In such cases, the endorsement 'Received payment' must be signed by the pensioner and a separate receipt which need not be stamped shall be endorsed by the agent or the nominee as the case may be, in token of having actually received the payment.

(24) In cases, where the pensioner desires to draw pension through an agent or a representative nominated by him/her a life certificate must accompany every pension claim for the months of April and October. The life certificate shall be signed by an authorised person (see para 20) and must be dated not earlier than the last day of the month concerned.

(25) A declaration in the prescribed form shall be obtained yearly from the female pensioner or unmarried female pensioner, whose pension is terminable in the case of the former by remarriage and in the case of latter by marriage and attached to the pension bill for the month of April. In the case of widows recipients of Family Pension an undertaking should be taken from them that they would report promptly to the Pension Disbursing Officer, in the event of their remarriage.

(26) In case a report about the death of pensioner is first received from a source other than widow/widower, the Pension Disbursing Officer shall after satisfying himself about the correctness of the report write to the widow/widower at the address given in the pension payment order, seeking compliance with the prescribed formalities, so that the payment of Family Pension to the entitled person is commenced early.

(27) \* Deleted

\*(B24/6663/96-97/13.3.97)

## **CHECKS TO BE APPLIED BY THE DISBURSING OFFICER**

- (28) (a) On appearance of a pensioner claiming payment of pension, his/her personal marks of identification shall be checked by the Disbursing Officer and the signature to the receipt shall be compared with the specimen signature taken on the disburser's portion of pension payment order. If the pensioner cannot sign his/her name, his/her 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 the resemblance between the pensioner and his/her photograph, where one is pasted on the disburser's portion of the pension payment order pending final settlement of any question which may arise about identification marks, signature or thumb impression.
- (b) The Disbursing Officer should before passing a pension bill for payment, satisfy himself that the name of the pensioner, the number of the pension payment order, and the amount of pension as entered in the bill correspond with those on the pension payment order in the file kept under his lock and key and that pension for the period claimed has not already been noted as drawn in the tables of both halves of the pension payment order.
- (c) To ensure that a pensioner attends personally once a year the Disbursing Officer should note 'L.C.' while recording the date of payment under his initials on the reverse of the Disburser's half of the pension payment order, each time that a payment is made on a life certificate which is to be received once in six months and should send out a call for the personal appearance of the pensioner or required proof independent of that furnished by the life certificate of the continued existence of the pensioner, when the period of continuous non-appearance, approaches a year.
- (d) In the case of pensioner attending in person a note "Attended in Person" is to be endorsed on the reverse of the pension bill.



(e) The Pension Disbursing Officer may come across cases of the following types also :

- (i) An illiterate pensioner who had furnished his/her thumb impression in the disburser's half of the pension payment order may subsequently become literate and therefore able to sign;
- (ii) The signature of a literate pensioner may owing to overage or ill-health, change to such an extent as to differ materially from the specimen signature pasted on the disburser's half of the pension payment order;
- (iii) A literate pensioner may become unable to sign owing to loss of a thumb or one or more fingers or all of them or due to disease like paralysis.

In all such cases, the Pension Disbursing Officer should take a specimen of the pensioner's signature or thumb impression of finger impression as the case may be after necessary identification and paste it in place of the old one on the disburser's half of the pension payment order. Another set of such specimen signature of thumb or finger impressions should be sent to Chief Controller of Accounts.

- (f) When a pensioner draws his/her 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.
- (g) In view of the special risk of fraud involved in the payment of pensions to 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 Taluka.

## RECORD OF PAYMENT

- (29) Every payment must be entered on both halves of the pension payment order as well as in the register and the entries attested by the initials of the Disbursing Officer.

### PAYMENT OF PENSIONS BY POSTAL MONEY ORDER

- (30) (a) At the option of the pensioner residing outside the limits of the area of the Pension Disbursing Officer, payment of pension may be made by Postal Money Order at the cost of the pensioner.
- (b) A pensioner who elects to have his/her pension paid by Postal Money Order should present the bill to the Disbursing Officer with a declaration to that effect with his/her copy of the pension payment order. The Disbursing Officer should then identify the pensioner (see para 28). After identification, he should place the declaration and the pension payment order in a separate file headed "Pension Payable by Money Order". On a date not later than the 10th of each month, the Disbursing Officer should arrange to make out a Money Order form for each pension recorded in the file, less Money Order commission and make corresponding entries in the table in the Register of pension payment orders. The Disbursing Officer should sign the Money Order form and initial the entries on the pension payment orders after carefully comparing the relevant pension documents.

**NOTE :** (i) The pensioner should be advised to communicate to the Disbursing Officer any change in the address, promptly;

- (ii) If any money order sent for any of the previous months has been returned unpaid further money orders should not be sent without an application from the pensioner.

- (c) The receipt of the Money Order acknowledgement should be watched carefully. In order to minimise the risk of fraud, the Disbursing Officer should compare the signature on the Money Order acknowledgement every month with the pensioner's signature or thumb impression on the pension payment order. The Disbursing Officer should also satisfy himself once a year in such manner as he thinks desirable that the pensioner is actually alive.
- (31) (a) Where owing to old age or infirmity or in consequence of some physical disability, it is not possible for a pensioner to present in person to the Pension Disbursing Officer a declaration electing to have his/her pension paid by Money Order, the Disbursing Officer may accept instead a written declaration signed by the pensioner, which is duly verified by a Gazetted Officer or a Magistrate or by an Officer of the Board belonging to Group A or B. The Officer verifying the declaration shall specify the circumstances in which he holds that it is not possible for the pensioner to present the declaration in person to the Disbursing Officer.
- (b) Should the pensioner be physically incapable of signing the declaration the Disbursing Officer may authorise payment on production of a certificate from the Civil Surgeon of the District or a Registered Medical Practitioner to the effect that the pensioner is alive, but is unable to sign the declaration. In such a case, the pension may be paid to the heir, not being a minor, who would receive payment of arrears of pension in the event of pensioner's death provided it is certified by the Deputy Commissioner or any other competent authority that the person claiming to be the heir is in fact and continuous to be the heir throughout the period for which he/she drawn the pension.

### **CHANGE OF PLACE OF PAYMENT OF PENSION**

- (32) A pensioner requiring transfer of payment of his/her pension from one place to another in the State should apply to the Chief

Controller of Accounts, stating the reason for the transfer and surrendering the pensioner's payment order.

The Chief Controller of Accounts will issue the authorisation.

### **PAYMENT OF COMMUTATION MONEY**

- (33) The payment of the commuted value of a portion of a pension can be made upon the authority issued by the Chief Controller of Accounts.

### **PERIODICAL IDENTIFICATION OF PENSIONERS GENERAL RULES**

- (34) (a) On the first appearance of a pensioner on or after the first of April, of each year, the Disbursing Officer shall except in the case of pensioners whose specimen signatures are attached with the pension payment orders take an impression of the thumb and all fingers of the pensioner's left hand on the pension bill. The pensioner shall then be identified from the particulars given in the disburser's portion of pension payment order. 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) The provisions of the above para with regard to the taking of the thumb and finger impressions of pensioners and the examination of such impressions for purposes of identification may be relaxed or modified by the Disbursing Officer.
- (c) The fact of such identification should be endorsed on the Disbursing Officer's half of the pension payment order under the dated initials of the Disbursing Officer.
- (d) Purdanashin ladies illiterate pensioners must give thumb impression on their bills in the presence of the person who

grants the life certificate or in the case of illiterate pensioners who personally attend the paying office before the Disbursing Officer.

- (e) The Pension Disbursing Officers must take special precautions to prevent impositions and must at least once a year receive proof independent of that furnished by the life certificate of the continued existence of the pensioner. The Disbursing Officer is personally responsible for any payment wrongly made.

### **UNDRAWN PORTIONS AND ARREARS**

- (35) Unless the Board by general or special order direct otherwise a pension remaining undrawn for more than a year shall cease to be payable by the Disbursing Officer and the disburser's half of the pension payment order must be returned to the Chief Controller of Accounts. If the pensioner, afterwards appears or a claim is presented on his/her behalf, the Disbursing Officer may get the pension payment order back from the Chief Controller of Accounts, and make the payment but the arrears should not be paid without obtaining sanction of the Board.

### **DEATH OF PENSIONERS**

- (36) (a) (i) On the death of a pensioner, payment of any arrears actually due may be made to his/her legal heirs provided that they apply within one year of his/her death. The arrears of pension cannot be paid thereafter without the sanction of the authority which sanctioned the pension obtained through the Chief Controller of Accounts provided that if the arrears do not exceed Rs. 500/- and the case presents no peculiar features the Chief Controller of Accounts may pass the arrears on his own authority.
- (ii) Subject to the provisions of clause (i) the arrears of pension of a deceased pensioner may be paid to the heirs of the deceased pensioner without the production of the usual legal authority:
  - (a) if the amount of the claim does not exceed Rs. 5,000/- under the orders of the Chief Controller of Accounts after

such enquiry into the right and title of the claimant as may be deemed sufficient;

- (b) if the amount of the claim exceeds Rs. 5,000/- under the orders of the Chief Engineer Electricity (General), on execution of an indemnity bond duly stamped with such sureties as may be deemed necessary.
- (iii) The arrears due in respect of a deceased pensioner who immediately before his/her death was being paid anticipatory/provisional pension, shall also be payable in accordance with the above clauses on finalisation of the pension claim.
- (iv) In any case of doubt payment should be made only to the person producing legal authority.
- (b) 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 the sanction to the pension was communicated to the pensioner or the heir.
- (c) After payment of the arrears of pension both portions of the pension payment order shall be returned to the Chief Controller of Accounts with a report of the date of death of the pensioner. In case, the family pension becomes payable to the widow/widower, the portion of the pension payment order shall be returned to the widow/widower.
- (d) Pension is payable for the day of pensioner's death; the hour at which death takes place has no effect on the claim.

**PAYMENT OF ARREARS OF PENSION**

<b>FILING OF</b>	<b>NOMINATION</b>	<b>BY A PENSIONER</b>
	<b>FRESH NOMINATION</b>	
	<b>MODIFICATION OF NOMINATION</b>	

- 36 A.** (1) Any pensioner to whom pension is payable by the Board may nominate any other person (herein after referred to as the **NOMINEE**) in accordance with the provisions of para **36 A(2)** who shall receive, after the death of the pensioner, all money payable to the pensioner on account of such pension on or before or after the date of such nomination and which remain unpaid immediately before the death of the pensioner.
- (2) (i) Every pensioner who has retired on or before the date of commencement of these Rules shall within one year nominate any person for the purpose of this rule in Form - 'A' and submit in **triplicate**, by personal service after taking receipt or by sending through registered post acknowledgement due to the respective **Pension Disbursing Authority** through whom pension is drawn.
- (ii) Within thirty days of the receipt of nomination in Form - 'A' the Pension Disbursing Authority shall get the particulars of the pensioners as mentioned in Form - 'A' verified with reference to the available records and returned to the pensioner after obtaining a receipt thereof, the duplicate copy of the nomination in Form 'A' duly attested by him in this behalf. The triplicate copy shall be sent to the office from where the pensioner had retired while the original copy of the nomination recorded.
- (iii) Every employee who is due to retire shall submit the nomination, in triplicate, in **FORM - 'A'** to the Head of the office from where he/she is retiring with in three months before the date of retirement or on the date of retirement.
- (iv) Within thirty days of the receipt of the Nomination in **Form - 'A'** the Head of the office shall get the particulars of the pensioner as mentioned in Form 'A' verified with reference to service records and return the duplicate copy of the nomination in Form 'A' duly attested by him or by an officer authorised by him in this behalf, to the pensioner. The triplicate copy duly accepted shall be sent to the Pension Disbursing Authority. If

the pension payment order has already been issued in particular case, the nomination shall be sent separately quoting pension payment order number and other particulars of the pensioner to enable the Pension Disbursing Authority to link it up with the pension payment order.

- (v) A notice of modification of nomination including cases where a nominee pre-deceases the pensioner shall be submitted in triplicate in **Form `B`** to the Pension Disbursing Authority. The provisions of para **36 A (2)(iv)** shall apply Mutatis - Mutandis in such cases also.
  - (vi) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the pensioner or if the pensioner is illiterate, shall bear his/her thumb impression given in the presence of witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification of nomination as the case may be.
  - (vii) Nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the Pension Disbursing Authority or the Head of the office as the case may be.
- (3) A Nomination made under para **36 A (2)** and accepted by the Pension Disbursing Authority or the Head of the office, shall be a conclusive proof with regard to the person nominated to receive the arrears of pension of the pensioner under these Rules.
  - (4) The arrears of pension payable under these Rules shall be paid in accordance with the provisions of the existing Rules governing mode of payment of pension.
  - (5) In cases where any pensioner has not nominated any other person in accordance with the above Rules the procedure as in para 36 shall be followed.

(B16/783/88-89 dt. 29.12.89, Effective from 1.3.90  
vide B16/783/88-89 dt. 13.3.90)



**FORM - 'A'**

To : \_\_\_\_\_  
 The Pension Disbursing Authority / Head of Office  
 Place : \_\_\_\_\_

I \_\_\_\_\_ (Name of the pensioner in capital letters) hereby nominate the person named below under para 36 A(2).

Name & address of the Nominee	Relation-ship with pensioner	If Nominee in Minor	Name & Address of person who may receive the pension during the nominee's minority.	Name & Address of other Nominee under col. (ii) above pre-deceases the pensioner	Relation-ship with pensioner	Date of birth if the other Nominee is minor	Name & Address of person who may receive the Pension during the other Nominee's minority.	Contingency on happening of which Nomination shall become invalid.
1	2	3	4	5	6	7	8	9

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Place : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Witness Signature \_\_\_\_\_  
 Name & Address. \_\_\_\_\_  
 Signature of Pension Disbursing Authority / Head of Office. \_\_\_\_\_  
 Acknowledgement to be sent by the Pension Disbursing Authority / Head of Office.  
 Certified that application / nomination has been received from \_\_\_\_\_ (name of pensioner) whose address is \_\_\_\_\_  
 Signature (or thumb impression if illiterate) and name of pensioner. \_\_\_\_\_  
 Address : (a) Residential address \_\_\_\_\_  
 (b) of the office from which the pensioner had retired \_\_\_\_\_  
 Signature of Pension Disbursing Authority. \_\_\_\_\_  
 Head of Office. \_\_\_\_\_  
 Full Address : \_\_\_\_\_

**FORM - 'B'**

To : \_\_\_\_\_  
 The Pension Disbursing Authority.  
 Place : \_\_\_\_\_

I \_\_\_\_\_ hereby make the (Name of pensioner in Block letters) alternative nomination in cancellation of the previous nomination made on \_\_\_\_\_ under para 36 A (2) (v).

Name & address of the Nominee	Relation-ship with pensioner	If Nominee in Minor	Name & Address of the person who may receive the said pension during the Nominee's minority.	Name & Address of the other Nominee under col. (i) pre-deceases the pensioner	Relation-ship with pensioner	Date of Birth	Date of birth if the other Nominee is minor	Name & Address of person who may receive the pension during the other Nominee's minority.	Contingency on happening of which Nomination shall become invalid.
1	2	3	4	5	6	7	8	9	

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Place : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Witness Signature, Name & Address. \_\_\_\_\_  
 Signature (or thumb impression if illiterate) and name of pensioner.  
 Address : \_\_\_\_\_  
 Certified that the application / nomination (Form-B) has been received from \_\_\_\_\_ (name of pensioner) whose address is \_\_\_\_\_

Form - A has been cancelled and returned to him.

Place : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Signature of Pension Disbursing Authority.  
 Full Address : \_\_\_\_\_

## **REPORT TO THE CHIEF CONTROLLER OF ACCOUNTS**

- (37) Every Pension Disbursing Officer shall send a statement to the Chief Controller of Accounts once in six months showing cases of failure to draw pensions.
- (38) When a pension ceases to be payable during the life time of a pensioner, both portions of pension payment order shall be returned by the Pension Disbursing Officer to the Chief Controller of Accounts after making the last payment and with a note recording the reasons for the cessation of the pension.

### **DEARNESS ALLOWANCE TO PENSIONERS**

- (39) (a) In the case of a pensioner who had commuted a portion of his/her pension, the original amount of pension (including the commuted portion) should be taken into account for determining the admissibility and rate of dearness allowance.
- (b) Dearness Allowance is admissible in respect of the following classes of pension :-
- (i) Ordinary Service Pension ;
  - (ii) Wound or injury or family pension admissible under the Extraordinary Pension Rules;
  - (iii) Family Pension admissible under the Pension Rules.
- (c) Re-employed pensioners on full time basis are not entitled to Dearness Allowance in respect of their pensions.
- (d) If a pensioner is in receipt of two pensions he/she is entitled to only one Dearness Allowance assessed on the combined pension.

**PROCEDURE FOR PAYMENT OF PENSIONS  
THROUGH PUBLIC SECTOR BANKS**

(40) (a) Pensioners who desire to draw their pensions through any of the Public Sector Banks noted here under are required to give their applications, in the prescribed form to the Chief Controller of Accounts / Pension Disbursing Officers indicating their desires to obtain payment through that Bank. Such pensioners shall have a Savings Bank Account in his/her name (not joint account) with any Branch of the below mentioned Banks.

1. State Bank of Mysore
2. State Bank of India
3. State Bank of Hyderabad
4. Syndicate Bank
5. Canara Bank

(b) Where a pensioner is authorised to obtain pension payment through a Public Sector Bank, there is no need for the pensioner to present a pension bill every month.

(c) With reference to the pension payment orders filed separately in a register Bankwise, Pension Disbursing Officers will prepare a consolidated bill copying from the register for all the pensioners drawing pensions from a particular branch of the Bank in the prescribed form. After the bills are prepared and passed for payment before the last working day of each month, a list in duplicate showing the names of the pensioners, their pension payment order's numbers, Saving Bank Account number and the amount of pension payable to each should be prepared Bankwise.

(d) The list in duplicate, together with the cheques (crossed) should be sent to the Head Office of the concerned Banks well in time so as to make payment on the last working day of the month. One copy of the list and the advice will be sent by the Head Offices to their

concerned branches for affording credit to the accounts of the pensioners.

- (e) In the event of the death of pensioner, the Bank will immediately inform the Chief Controller of Accounts / Pension Disbursing Officers who will take note of the death of the pensioner on the Disburser's half of the pension payment order and also concerned folio of the register and stop drawal of pension from that month onwards. Amount drawn in excess beyond the date of death of pensioner will be refunded by the Bank. The amount refunded shall be noted on the Disburser's half of the pension payment order.
- (f) A pensioner who has opted to draw pension through a Public Sector Bank is permitted to change the Public Sector Bank at his/her convenience irrespective of the place he/she resides within the State of Karnataka.

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