



**GOVERNMENT OF JAMMU AND KASHMIR**  
**FINANCE DEPARTMENT**

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Sub: Procedure for payment of pension to the pensioners of Municipal and Local Bodies through J&K Bank.

**GOVERNMENT ORDER No. 18 –F OF 2012**

**D A T E D : 18-01-2012**

The following procedure for payment of pension to the pensioners of Municipal and Local Bodies is hereby laid down:-

1. All the Municipal / Local Bodies Pensioners will have an option to receive pension either through the treasury or any branch of the J&K Bank. This scheme shall take effect from the pension due for the month of March 2012, drawn in April 2012.
2. All the Treasury Officers including Assistant Treasury Officers shall be competent to transfer the pension cases to the branches of J&K Bank within their respective districts as per choice of the concerned pensioner. In case the pension cases are required to be transferred in the jurisdiction of another treasury officer, an intimation of such transfer should be given to that treasury officer also enabling him to watch the reimbursement of pension paid by the bank, thereafter a proper register, as per the treasury guidelines issued by the Director General Accounts & Treasuries, should be invariably maintained to watch and monitor the pension transfer cases authorized by the treasury officers. In case any Municipal / Local Bodies pensioner desires to transfer his pension case outside a particular district, the same should be got processed through the office of the Examiner Local Fund Audit Cell as required under rules. Similarly, the pension cases should not be transferred from one treasury to another treasury without orders of the Examiner Local Fund Audit.
3. All the treasury pension paying branches and non treasury pension paying branches of the J&K Bank shall make payments to the Municipal / Local Bodies pensioners from their respective branches, out of their own resources as per the PPOs on 1<sup>st</sup> day of the following month to which the pension pertains.
4. The Bank Managers dealing with the pension payments are required to note that the pension becomes due to the pensioners on the 1<sup>st</sup> day of the following month so no credits to pensioners be afforded on the last day of the month.
5. The claim for reimbursement of pension so paid to the Municipal / Local Bodies pensioners shall be lodged immediately by the respective treasury or non treasury branches of J&K Bank to the nearest Treasury Officer through the treasury branch connected with that treasury by submitting the pension payment statements / sheets.

6. As pension to the pensioners of Municipal Corporations viz. Jammu Municipal Corporation and Srinagar Municipal Corporation is debited to the budget provisions of JMC/SMC, the same shall be placed by the Housing & Urban Development Department at the disposal of particular treasuries i.e. Treasury Officer New Plot Jammu and Treasury Officer, Tankipora Srinagar or any other treasury from which these pensioners may receive pension, for reimbursement to the concerned branches of the Jammu & Kashmir Bank paying pension on this account. In respect of pensioners of other Urban Local Bodies the Treasury Officers concerned shall seek budgetary provisions from Examiner Local Fund Audit Cell, J&K Srinagar for reimbursement to the concerned branches of the Jammu & Kashmir Bank paying pension on this account.
7. The Bank Managers disbursing such pension shall be required to handover the pensioners' half of the Pension Payment Order (PPO) to the concerned pensioners and retain only the treasury half of the PPO at the bank and post the monthly pension payments in the treasury half of the PPO.
8. In the event the PPO half of any of the pensioner is not available with the Bank Branch, the same should be got issued from the concerned treasury after deposition of the prescribed fee of Rs.1/- in each case by the concerned pensioner. The Treasury Officer will issue Xerox Copy of the PPO (treasury half) duly attested under his own Seal & Signatures and return the treasury half of the PPO to the concerned pension paying branch of J&K Bank.
9. It shall be ensured by the concerned bank branches that in respect of all pension cases transferred to them by the Treasury Officer of the area, reimbursement sheet / sheets for a particular month are sent to the treasury officer nearer to the bank branch paying pension and not to the treasury officer who has actually transferred the pension case.
10. The Bank Managers paying pension shall be required to provide a list of these pensioners as on 01.04.2012 to the nearest treasury officer who would in turn maintain a proper record and use it for conducting at least half yearly on spot verification of the pension payments at the bank branch / branches.
11. In the event of recovery of excess pension paid to a pensioner after any discrepancy is detected by the pension paying branch or brought to its notice by Treasury Officer / Inspecting officers / Auditors, the concerned branch shall immediately take action for recovery of the amount drawn and pass on the credit on account of recoveries made from the pensioner to the concerned treasury branch for crediting to the Government Account under Major Head 8011-Pension Pool Fund.
12. The J&K Bank Managers paying pension to the pensioners will, henceforth, pass on monthly paid pension sheets, in duplicate, (in respect of pensioners of Municipalities / Local Bodies) to the treasury branches nearest to their non treasury bank branches for reimbursement of the amounts of pension released by those branches in favour of such pensioners who are drawing their pension to the bank.
13. The Treasury Officer shall open a separate ledger of pension payments (to Municipal/Local Bodies pensioners) through J&K Bank and enter branch-wise total amounts of pension claimed by the Bank Branch along with the number of pensioners indicated in the pension payment sheet/ sheets and closely

monitor the excesses / reductions in the volume of monthly payments or number of pensioners.

14. Wherever the Treasury officer notices any abnormal increase or decrease in the pension payment amounts he should immediately ascertain reasons thereof from the concerned Bank Manager. However, the reimbursement of the amounts so claimed by the Bank Branch should not be delayed on this account.
15. On receipt of the authority letter for reimbursement of amounts of pension payments to the J&K Bank, the Treasury officer shall pass the pension payments sheet / sheets as received from the Treasury Bank Branch and handover one copy of the payment sheet to the J&K Bank branch handling the treasury business after recording treasury voucher number and date therein.
16. Second copy of the payment sheet also bearing the same treasury voucher number and date but marked **Not For Payment** will be retained by the Treasury Officer for his record and reference.

By Order of the Government of Jammu and Kashmir.

Sd/-  
(Iqbal Khandey)  
Principal Secretary to Government,  
Finance Department

No: DGAT/PS/DR/30

Dated: 18-01-2012

Copy to the:-

1. All Administrative Secretaries.
2. Principal Accountant General, J&K Jammu/ Srinagar.
3. Chairman / Chief Executive, J&K Bank, Corporate Headquarters Srinagar.
4. All Commissioners/ Secretaries to Government.
5. Director General, Budget.
6. Commissioner Municipal Corporations Srinagar/Jammu.
7. Director, Audit & Inspections.
8. Director, J&K Funds Organization.
9. Director, Codes, Finance Department.
10. Director, Urban Local Bodies Jammu/Kashmir.
11. Joint Director, Accounts & Treasuries Kashmir/Jammu.
12. All Director(s) Finance/FA&CAOs.
13. O.S.D. to Hon'ble Minister for Finance and Ladakh Affairs for information of the Hon'ble Minister.
14. Principal Private Secretary to Chief Secretary for information of the Chief Secretary, J&K.
15. Government Order file (w2sc).

Sd/-  
(Wali Mohd. Batt),  
Director General,  
Accounts & Treasuries,  
Finance Department.