

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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**OFFICE MEMORANDUM**

No. 23420 /F,

Date: 18.08.2020

**FIN-TRY-MISC-0017-2016**

**Sub: Special arrangement for disbursement of pension/ family pension in the Treasuries/Banks during the situation arising out of the spread of Covid-19.**

To bring service delivery closure to the doorstep of pensioners under the policy initiatives of 5T and Mo Sarkar, especially during the challenging times of Covid-19 Pandemic, Government has been pleased to introduce the following changes in the existing pension disbursement process.

This will be applicable for all pensioners/family pensioners of State Government and aided Educational Institutions drawing pension from Treasuries or authorized Public Sector Banks within the State of Odisha.

Sl. No.	Subject	Existing Provisions	Modification/Relaxation of the Provisions
1.	<b>Periodical identification of the pensioners (submission of annual Life Certificate)</b>	Subsidiary Rule-314 of Vol-I read with the Para 3.4 to 3.6 of Finance Department O.M. No. 26708/F, dt.10.06.2011 provides that the pensioner will submit Life Certificate or appear before the Treasury Officer once in a year during the month of November. In case of non-appearance, the regular pension will be ceased to be payable till such time, the pensioner re-appears or submits Life Certificate.	<p>The requirement of submission of annual life certificate for the Year 2020 (submitted during the months of November) by the pensioners/ family pensioners as prescribed in <b>S.R-314</b> of Vol-I is extended for six months i.e <b>up to May, 2021</b> as a special case in relaxation of the existing provisions.</p> <p>In case of the demise of the pensioners/family pensioners, the information should be promptly intimated by the spouse/legal heir/ other acquaintances of the pensioner/ family pensioner to the concerned Pension Disbursing Authority (PDA) for necessary action.</p> <p>The Treasury or Bank shall also stop the disbursement of pension on being informed about the death of the pensioner/family pensioner from any other source with due confirmation.</p>

2.	<b>Submission of re-marriage certificate</b>	Subsidiary Rule-301 & 302 of Vol-I read with the Para 3.3 of Finance Department O.M. No. 26708/F, dt. 10.06.2011 provides that the pensioner will submit non-marriage/re-marriage declaration to the Pension Disbursing Authority (Treasury or Public Sector Bank) at the time of submission of Life Certificate.	The requirement for submission of non-marriage/re-marriage declaration to the Pension Disbursing Authority for the year 2020 is extended for six months i.e <b>up to May, 2021</b> as a special case in relaxation of the existing provisions.  In case of any change of the marital status of the family pensioner during the extended period the matter should be intimated to Pension Disbursing Authority immediately.
3.	<b>Submission of non-employment certificate</b>	Subsidiary Rule-303 of Vol-I read with the Para 3.3 of Finance Department O.M. No. 26708/F, dt. 10.06.2011 provides that the pensioner will submit non-employment certificate to the Pension Disbursing Authority (Treasury or Public Sector Bank) at the time of submission of Life Certificate.	The requirement for submission of non-employment certificate to the Pension Disbursing Authority for the year 2020 is extended for six months i.e <b>up to May, 2021</b> as a special case in relaxation of the existing provisions.  During the extended period if there is a change in the employment status of the pensioner the matter should be brought to the knowledge of the Pension Disbursing Authority.
4.	<b>Disbursement of pension for the first time suo-moto by the Pension Disbursing Authority (PDA) without the physical appearance of the pensioner</b>	Subsidiary Rule-306 of Vol-I read with the Para 3.1 and 3.2 of Finance Department O.M. No. 26708/F, dt. 10.06.2011 provides that at the time of first payment of pension in the Treasury, the Treasury Officer will identify the pensioner on his/her appearance and obtain the personal copy of the Pension Payment Order (PPO) received from Pension Issuing Authority (PIA) along with particulars relating to Bank details of the pensioners for disbursement of pension. In this process, the Treasury Officer also records the signature of the pensioner in Pension	<b>Procedure for 1<sup>st</sup> Pension disbursement in case of PPOs received electronically:</b>  Process of first disbursement of pension Pension applications processed in IFMS and submitted electronically to the O/o the AG (A&E), Odisha. Pension Payment Orders (PPO) issued by the Pension Issuing Authority (PIA) under DSC/e-Sign as per provisions of IT Act 2000 shall be treated as PPOs received in the electronic mode.  In the above process, since all the basic information including Bank details of the pensioner are already a part of IFMS database and pension is disbursed in the Bank account, but not in person,

		<p>Payment Order (PPO) books, PPO register and other records maintained in the Treasury.</p>	<p>the appearance of the pensioner is not essential during the current period of COVID-19, pandemic.</p> <p>The Treasury Officer, however, needs the information on provisional retirement benefit drawn against the pensioner before making the final payment. IFMS is being enabled to facilitate online generation and submission of drawal particulars of the provisional retirement benefits of the pensioner by the Office where the pensioner has retired. However, this may take some time.</p> <p>For the interim period, till such facility is available in IFMS, on receipt of e-PPO the Pension Disbursing Authority may before making the first payment contact the pensioner/ family pensioner over telephone/ mobile to confirm their existence or make a video call to match his / her photograph or to get it confirmed regarding his/her existence, through any other feasible means.</p> <p>Treasury Officer will contact the DDO of the Head of Office and request him to/her to submit the details of provisional retirement benefits drawn in favour of the pensioner and also obtain information of bank details of the pensioner.</p> <p>On receipt of drawal particulars of provisional retirement benefits, Treasury Officer will suo-moto disburse the first pension to the pensioner on the basis of the Treasury copy of the pension authority without waiting for the pensioner's copy. The bank details of the pensioner submitted by the DDO along with the provisional retirement benefit may be crossed</p>
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			<p>verified with the information relating to bank details be propulated in IFMS in case of discrepancy the Treasury officer will contact the pensioner to obtain the current bank details.</p>
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The print copy of the e-PPO will be vouched and submitted to the office of the Accountant General (A&E), Odisha along with monthly accounts as per the extant procedure. The pensioner portion of the PPO will be handed over to the pensioner by the Treasury Officer on subsequent appearance of the pensioner as per his/her convenience. If the pensioner fails to appear or collect the pensioner portion of the PPO by **May, 2021** (i.e. next occasion for submission of Life Certificate), the payment of regular pension will be ceased to be payable till the pensioner appears.

**Procedure for 1<sup>st</sup> Pension disbursement in case of PPOs received manually:**

The pension application processed manually outside IFMS and the subsequent Pension Payment Order issued by the Pension Issuing Authority (PIA) under the ink signature of the designated Accounts Officer will be treated as manual PPOs.

In case of the manually received Pension Payment Orders, basic information and the Bank details of the pensioner needs to be entered by the Treasury in the pension module of IFMS. Treasury Officer will enter the required information as would be available in the PPO Book. However, the Bank details of the pensioner are not be available presently in the

		<p>said PPO Book.</p> <p>Treasury Officer will call for the drawal particulars of provisional retirement benefits and the Bank details of the Pensioner from the DDO of the Head of Office from which the pensioner has retired under intimation to the pensioner. Treasury Officer may take the help of Pensioner in obtaining the contact details of the DDO if required.</p> <p>The pensioner may contact the Treasury Officer on receipt of information regarding the transmission of Pension Payment Order to the Treasury, through e-mail or over phone. The contact details of all Treasury Officers of the State will be available in IFMS portal (<a href="http://www.ifmsodisha.gov.in">www.ifmsodisha.gov.in</a>) or can be obtained from Help desk of Directorate of Treasuries &amp; Inspection (Toll free No. 18003456739).</p> <p>Under no circumstances, the Treasury Officer shall ask the pensioner for physical appearance for disbursement of first pension during the current Covid-19 pandemic.</p> <p>After receiving the drawal particulars of provisional retirement benefits drawn against the pensioner along with the Bank details preferably in the electronic mode (e-Despatch or through official mail of the DDO), the Treasury Officer will make payment to the pensioner and record the fact of disbursement in both halves of PPO and other records under his signature. In case of any doubt or apparent mismatch between the information available in the PPO Book/the drawal particulars</p>
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			<p>submitted by DDO and the related information available in IFMS, the Treasury Officer may contact the pensioner for necessary clarification before making payment.</p> <p>The pensioner portion of the PPO will be handed over to the pensioner by the Treasury Officer on subsequent appearance of the pensioner as per the convenience. If the pensioner fails to appear and to collect the pensioner portion of the PPO by <b>May 2021</b> (i.e. next occasion for submission of Life Certificate), the payment of regular pension will be ceased to be payable till the pensioner appears.</p>
5.	<p><b>Disbursement of Gratuity Payment Order / Commuted Value of Pension (CVP)</b></p>	<p>Subsidiary Rule-312 &amp; 313 of Vol-I read with the Para 3.7 of Finance Department O.M. No. 26708/F, dt. 10.06.2011 provides that the payment of Commuted Value of Pension and Gratuity can be made upon the authority issued by the Accountant General (A&amp;E), Odisha/Controller of Accounts to whom the sanction is communicated. The payment can be made on the letter of authority itself and no separate bill is necessary. The payment can be made to the person/s legally entitled to receive it and not otherwise.</p> <p>In this process, the original Gratuity/CVP authority after the completion of payment and accounting process are submitted to the O/o the Accountant General (A&amp;E), Odisha as vouchers.</p>	<p><b>GPO &amp; CVP received in electronic mode:</b></p> <p>In case where the Gratuity Payment Order (GPO) &amp; Commuted Value of Pension (CVP) order are received in electronic mode, the disbursement at Treasury level for the first time will be made in the similar manner as that of the pension. In other words, after receipt of the provisional retirement benefit drawal particulars from the last DDO, the Treasury Officer will suo-moto disburse the Gratuity/CVP. The print copy of the e-GPO and e-CVP will be vouched and submitted to the office of the Accountant General (A&amp;E), Odisha along with monthly accounts as per the extant procedure. Another copy of the GPO/CVP should be kept by the Treasury in their record along with a note of disbursement containing the UTR Number and Date in which the payment was made.</p> <p>Similarly, in case of disbursement</p>

		In case of death, the shared Gratuity shall be paid to the legal heirs of the deceased pensioner as per the authority issued by Pension Issuing Authority.	of shared Gratuity, after receipt of the Bank details of the legal heirs from the DDO of the last Head of Office with proper certification, Treasury Officer shall make payment to the Bank accounts of the respective legal heirs without insisting on their physical appearance.
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The above process will continue until further orders.

**By order of the Governor,**

*Ashok*  
*18/8/2020*

**(Ashok Meena)**

**Principal Secretary to Government**

Memo No. 23421 /F, dated 18.08.2020

Copy forwarded to the Private Secretaries to Chief Minister / Minister, Finance & Excise for kind information of Hon'ble Chief Minister/ Minister, Finance & Excise.

  
Deputy Secretary to Government

Memo No. 23422 /F, dated 18.08.2020

Copy forwarded to the Private Secretaries to Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/Principal Secretary, Finance Department.

  
Deputy Secretary to Government

Memo No. 23423 /F, dated 18.08.2020

Copy forwarded to Principal Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General, Puri, Odisha for kind information and necessary action.

  
Deputy Secretary to Government

Memo No. 23424 /F, dated 18.08.2020

Copy forwarded to the Principal Resident Commissioner, Odisha, New Delhi/Registrar, Orissa High Court/Special Secretary, Odisha Public Service Commission/Secretary, Odisha State Election Commission/Secretary, Staff Selection Commission/ Secretary, Subordinate Staff Selection Commission, /Secretary, State Human Rights Commission/ Secretary, Odisha Electricity Regulatory Commission for favour of information & necessary action.

  
Deputy Secretary to Government

Memo No. 23425 /F, dt. 18.08.2020

Copy forwarded to All Departments of Government/ All Heads of Departments/ All Revenue Divisional Commissioners/All Collectors/ Financial Adviser and Chief Accounts Officer, Balimela/ Rengali (Left Bank)/Rengali (Right Bank)/Upper Kolab/ Indravati/ Subarnarekha/ Samal/ Mahanadi-Birupa Barrage Project/ Kanupur Irrigation Project/Lower Indra/ Lower Suktel/ Anandapur Barrage Project/ Asst. Financial Adviser & Chief Accounts Officer, Hirakud for information and necessary action.

  
Deputy Secretary to Government

Memo No. 23426 /F, dt. 18.08.2020

Copy forwarded to Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar/ Director, Revenue officers' Training Institute, Bhubaneswar for information and necessary action.

  
Deputy Secretary to Government



Memo No. 23427 /F, dated 18.08.2020

Copy forwarded to Chief General Manager, State Bank of India, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar/ Regional Manager, United Bank of India, Regional Office, 88-A, Kalpana area, Bhubaneswar/Zonal Manager, UCO Bank Building, 3<sup>rd</sup> Floor, C-2, Ashok Nagar, Unit-II, Bhubaneswar/ Regional Manager, Central Bank of India, 94, Janpath, Unit-III, Bhubaneswar/ Zonal Manager, Bank of India, Bhubaneswar Zone, Star House, 1/1D, Jayadev Vihar, Nayapalli Bhubaneswar/ Circle Office, Indian Bank, B/2, Saheed Nagar (East), Bhubaneswar/ Regional Manager, Allahabad Bank, Zonal Office, 3/1B, Civic Centre, IRC Village, Nayapalli, Bhubaneswar/ Andhra Bank, Zonal Office, M-14, Baramunda, Bhubaneswar/ Circle Office, Canara Bank, Circle Office, 1st floor, Red Cross Bhawan, Sachivalaya Marg, Bhubaneswar/ Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheed Nagar Bhubaneswar/ Circle Office, Punjab National Bank, Deen Dayal Bhawan, 4<sup>th</sup> Floor, Ashok Nagar, Bhubaneswar/Regional Manager, Union Bank of India, Regional Office, 3/1A, Civic Centre, IRC Village, Bhubaneswar for information and necessary action.

*[Handwritten Signature]*  
18/08/2020

Deputy Secretary to Government

Memo No. 23428 /F dated 18.08.2020

Copy forwarded to Director of Treasuries & Inspection, Odisha, Bhubaneswar for kind information. It is requested to make available the contact details of all Treasury Officers of the State in IFMS portal. Besides, a copy of the same may also be provided to Help-desk of the Directorate, so that pensioners can get the number from there.

*[Handwritten Signature]*  
18/08/2020

Deputy Secretary to Government

Memo No. 23429 /F, dated 18.08.2020

Copy forwarded to all Treasury Officers/Sub-Treasury Officers/Special Treasury Officers for information and necessary action.

*[Handwritten Signature]*  
18/08/2020

Deputy Secretary to Government

Memo No. 23430 /F, dated 18.08.2020

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.

*[Handwritten Signature]*  
18/08/2020

Deputy Secretary to Government

Memo No. 23431 /F, dated 18.08.2020

Copy forwarded to State Head Portal, Secretariat with a request to upload the copy of the circular in Finance Department website ([www.odisha.gov.in/finance](http://www.odisha.gov.in/finance)).

*[Handwritten Signature]*  
18/08/2020

Deputy Secretary to Government