

No. 5424--Pen.-60/89-F.,
 GOVERNMENT OF ORISSA
 FINANCE DEPARTMENT
 OFFICE MEMORANDUM

Bhubaneswar, the 14th March 1990

Subject—Grant of Family Pension to the family members of the pensioners due to disappearance.

The undersigned is directed to say that in Finance Department O. M. No. 56895-F., dated the 30th November 1987, certain procedures have been laid down for grant of family pension to the family members of the employees who have suddenly disappeared and whose whereabouts are not known. The question of grant of family pension in similar circumstances to the family of the retired Government servants was under consideration of Government for some time past. After careful consideration, Governor has been pleased to decide as follows:—

1. When a retired Government servant disappears leaving his family, the family can be paid, in the first instance, the amount of arrear salary, if any, leave encashment due, if any, and the amount of G. P. F., if any, at the credit having regard to the nomination made by the retired employee. The house-rent, if any, for the month (s) in respect of which the salary is due may be recovered from the amount of salary payable to the family.

2. After the elapse of a period of one year from the date of disappearance other benefits like family pension, retirement gratuity and arrears of pension, if any, may also be granted to the family subject to the fulfilment of conditions prescribed in the succeeding paragraphs.

3. The concerned family will intimate the fact of disappearance of the retired Government employee to the Head of Office under whom the employee served last for the purpose of sanction of the benefits. Where the Head of Office is not the pension sanctioning authority of the disappeared retired employee, he will send the papers with recommendation/comments to the pension sanctioning authority who may sanction the benefits under Para-2 above after observing the following formalities:—

(i) The family must have lodged a report with the concerned

Police-Station and obtained a report to the effect that the retired employee has not been traced after all efforts had been made by the Police.

(ii) An Indemnity Bond should be taken from the nominee/dependants who will receive the said benefits of the retired employee that all payments will be adjusted against the payments due to the retired employee in case he appears on the scene and makes any claim.

4. The Head of Office will assess all Government dues outstanding against the retired employee and effect recovery of the same in accordance with Rules 157 and 158 of Orissa Pension Rules, 1977 and any other instructions/orders in force.

5. The family can apply to the concerned Head of the Office of the retired employee for grant of family pension, retirement gratuity, if any and arrears of pension if any, after one year from the date of disappearance of the retired employee in accordance with the prescribed procedure.

P. K. PATNAIK

Commissioner-cum-
 Secretary to Government

FINANCE DEPARTMENT

Memo. No. 17096 (220)—GPE-4/88-F.

Bhubaneswar, the 22nd April 1989.

To

All Departments of Government
 Heads of Departments
 All District Officers

Subject—Preparation of G. P. F. Schedules

The undersigned is directed to invite a reference to Finance Department letter No. 5201, dated the 3rd February 1981 on the subject noted above and to say that in spite of repeated instructions issued in the past no appreciable improvement is noticed in the preparation of G. P. F. Schedules attached to the pay bills. Now it has been brought to the notice of Government by the audit office that defects in the schedules has resulted in miscredit in account.

With a view to avoid miscredits and ensure early payment of G. P. F. dues to the subscribers a list of common defects noticed has been compiled in the form of checklist copy of which is enclosed.

It is impressed upon all concerned that the instructions contained in the checklist should be carefully observed while preparing the G. P. F. Schedules.

This should be brought to the notice of all the Drawing and Disbursing Officers under their control for strict observance.

B. B. PALAI

Joint Secretary to Government

GENERAL INSTRUCTIONS

- (1) G. P. F. subscription recovered from Government employees deputed to foreign bodies and undertakings are required to be deposited to Government Account regularly.
- (2) In respect of subscriber on deputation/Foreign service the borrowing Government/Foreign employer is required to furnish separate schedules for each type recovery made alongwith cheques/drafts etc. or challan in which details are to be written on challan itself.
- (3) When G. P. F. money deposited in Treasury full particulars viz. full name, correct account number subscription refund total in respect of each subscriber should be mentioned in the challan itself.
- (4) Each D. D. O. may furnish a half yearly return showing the name and account number of the employees transferred from/to his establishment in the following *pro forma*

Sl. No.	G.P.F. A/C No.	Name of the Subscriber	Name of the Office and district transferred, to
(1)	(2)	(3)	(4)

Name of the office and District from which transferred	Date of Relief and Joining	Remark
(5)	(6)	(7)

Signature of D.D.O. with Seal

- (5) Collateral memo. issued by the Audit Office should be promptly complied with.

CHECKLIST FOR DRAWING OFFICERS FOR PREPARATION OF G. P. F. SCHEDULES

- (1) The Account numbers shall be arranged in serial order (ascendingwise).
- (2) The guide letters such as G.A.(O), EDN(O), etc. shall invariably be suffixed to Account Number.
- (3) Separate Provident Fund Schedules shall be prepared for subscribers holding separate letters viz. GA (O), EDN(O).
- (4) Printed or cyclostyled schedules shall be prepared showing full name, correct account number.
- (5) The total of the column "subscription, refund and total" at the end of each sheet as well as at the end of the schedule, shall, however be mentioned and total amount recovered, as per the schedule shall be written in words also.
- (6) In the remarks column of the schedule the reasons for additions of new names or discontinuance of subscription shall be mentioned against every new names the description of new subscriber shall be written in the remarks column. Similarly for discontinuance of subscription the description "Resigned", "Transferred out (Name of District)", "Under suspension" "Retired" "Dismissed" shall also be mentioned in the remarks column.
- (7) Each D. D. O. may furnish a certificate on the schedule to the effect that all particulars of recovery have been correctly furnished as per the instructions issued in respect of preparation of G. P. F. Schedules.