

# CENTRAL TREASURY RULES

## VOLUME I MAIN RULES PART I – GENERAL PRINCIPLES AND RULES Short Title

1. These rules may be called the “Treasury Rules of the Central Government”.

### Application

- <sup>1</sup>1-A. These shall apply to - -

- (a) Union Territories of Chandigarh, Lakshadweep and Dadra and Nagar Haveli;
- (b) Payments of pensionary benefits to the Government pensioners in the Central Government and Union Territories; and
- (c) An office authorized to hold and operate and a Departmental Treasure Chest.

- <sup>1</sup>1-B. If the Government considers it necessary or expedient so to do for avoiding any hardship or removing any difficulty that may arise as a result of the application of these rules, it may, subject to such restrictions and conditions, if any, as it may think fit to impose, dispense with or relax the provisions of any of these rules in any case or class of cases.

### Definitions

2. In these rules, unless the context otherwise requires; the following expressions have the meaning hereby assigned to them, that is to say:-
  - (a) “*Accountant General*” means the Head of an Office of Accounts and Audit subordinate to the Comptroller and Auditor-General of India. When used in relation to a treasury, this expression refers to the authority to whom the accounts of the treasury are rendered.

- (b) *“Accounts Officer”* means the Head of an Office of Accounts set up under the scheme of departmentalization of Government Accounts.  
Chief Accounts Officer in relation to accounts of Railways means the Head of a Railway Accounts Office.
- (c) *“Administrator”* means the Administrator of a Union Territory specified in the First Schedule to the Constitution.
- (d) *“Audit Officer”* means any officer subordinate to or under the superintendence of, the Comptroller and Auditor –General, who exercises audit functions.
- (e) *“The Bank”* means any office or branch of the Banking Department of the Reserve Bank of India, any branch of the State Bank of India acting as the agent of Reserve Bank of India in accordance with the provisions of the Reserve Bank of India Act, 1934 ( 2 of 1934) and any branch of a Subsidiary Bank as defined in Section 2 of the State Bank of India (subsidiary Banks) Act, 1959 (38 of 1959), which is authorized to transact Government business as agent of the state Bank of India or any other agency appointed by the Reserve Bank of India.
- (f) *“Collection”* means the Head of a District and includes any other officer for the time being authorized to discharge the duties of the collector for the purpose of these rules.
- (g) *“Competent Authority”* means the Government or any other authority to whom the relevant powers may be delegated by the Government.
- (h) *“Comptroller and Auditor-General”* means the Comptroller and Auditor-general of India.
- (i) *“Constitution”* means the Constitution of India.
- (j) *“District”* includes any area whether described as a district or by any other name which is served by a treasury placed in direct

relation with an Accountant-General and the term "District Treasury" shall be construed accordingly.

- (k) "*The Government*" means the Central Government.
- (l) "*Government Account*" means the account relating to the Consolidated Fund, the Contingency fund or the Public Account.  
"*Consolidated Fund*" means the Consolidated Fund of India as referred to in Clause (1) of Article 266 of the Constitution.  
"*Public Account*" means the Contingency Fund of India established under the Contingency Fund of India Act, 1950 (49 of 1950), in pursuance of Article 267 (1) of the Constitution.
- (m) "*State*" means any State specified in the First Schedule to the Constitution.
- (n) "*Treasury*" includes a sub-treasury.  
"*Bank Treasury*" means a treasury the cash business of which is conducted by the Bank and a "non-Bank Treasury" means a treasury other than a Bank treasury.  
"*Central Treasury*" means and includes any treasury or sub-treasury not being a treasury or sub-treasury under the control of a State Government.
- Note 1-* Treasuries in Union Territories are Central Treasuries.  
*Note 2-* References to "Treasury" in these rules may be deemed to include a Pay and Accounts Office set up under the scheme of departmentalization of accounts, unless the context requires otherwise.
- (o) "*Union Territory*" means any Union Territory specified in the first Schedule to the Constitution and includes any other territory comprised within the territory of India but not specified in that Schedule.

### **Location of moneys credited to Government Account.**

3. Unless otherwise prescribed, money credited to Government Accounts shall be held either in a Central Treasury or in the Bank.

The deposit of such moneys in the Bank shall be governed by the terms of the agreement made with the Bank under Section 21 of the Reserve Bank of India Act, 1934 (2 of 1934).

Note :- The agreement with the Bank is printed as Appendix-I to these rules in Volume –II of this compilation. [Not reproduced]

### **General System of Control over Central Treasury**

#### ***District Treasuries***

4. (1) There shall be a Central Treasury at such places as the Government may direct after consultation with the Comptroller and Auditor General. If moneys standing in the Government Account are, in any district so specified not deposited in the Bank, the treasury of that district shall be divided into two departments: a department of accounts under the charge of an Accountant and a department of cash , stamps and opium under the charge of a Treasury.

Subject as hereinafter provided in this rule, the general procedure of and conduct of business in a district treasury shall be regulated by the provisions contained in Part-II.

(2) The treasury shall be under the general charge of the Collector who may entrust the immediate executive control to a Treasury Officer subordinate to him but may not divest himself of administrative control. The Collector shall be responsible for the proper observance of the procedure prescribed by or under these rules and for the punctual submission of all returns required from

the treasury by the Government, the Comptroller and Auditor-General , the Accountant –General and the Bank.

(3) The duty of verifying and certifying monthly cash balance, if any, in a Central Treasury and of submitting the monthly accounts of such balance, in such form and after such verification as the Comptroller and Auditor-General may require, shall be undertaken by the Collector or by such other officer as may be authorized by or under these rules to act in this behalf. It must be performed by the Collector in person at least once in every period of six months.

The procedure to be observed for the verification of cash balance, if any in a Central Treasury shall be regulated by the provisions contained in this behalf in Part-IV.

(4) When a new Collector is appointed to a district, he shall at once report his appointment to the Accountant –General and shall certify to the Accountant-General the amount of the cash balance and stamp and opium stores, if any, which he has taken over. The certificate shall be submitted after the method of verification specified in Part-IV has been applied.

(5) No portion of the responsibility for the proper management and working of treasuring shall devolve upon the officers of the Indian Audit and Audit and accounts Department.

### ***Sub-Treasuries***

5. In the event of establishment of one or more sub-treasuries under a district treasury, the arrangement for the administration thereof and for the proper conduct of business therein shall be such as may be prescribed by the Administrator after consultation with the Accountant-General. Where a Central sub-treasury renders accounts to a district treasury under the control of a State Government, the arrangements for the administration thereof and for the proper conduct of business therein shall be such as may be settled by the

Government after consultation with the Accountant –General and the State Government concerned.

The daily accounts of receipts and payments of moneys at a sub-treasury must be included in the accounts of the district treasury.

### ***Other Collecting and Disbursing Offices***

6. (1) Officers in charge of Military Treasure Chests and such offices of the Posts and Telegraphs Department or of any other department of the Government as are authorized to maintain separate departmental cash balances outside the balances of the Government in the treasury or in the Bank may, Subject to the provisions of these rules, perform all or any prescribed part of the duties of a Treasury Officer in respect of claims against the Government that may be presented to them for disbursement and in respect of moneys that may be tendered to them for credit to the Government Account.
- (2) An Accountant-General may, subject to such conditions and limitations. If any, as the Government may think fit to impose, perform all or any prescribed part of the duties of a Treasury Officer in respect of claims against the Government that may fall due for disbursement and moneys that may be tendered for credit to the Government Account at the office or within the jurisdiction of the said Accountant-General; provided that the performance by the Accountant-General of such duties shall be subject to the consent of, and such conditions as may be prescribed by, the Comptroller and Auditor-General.

### **Payment of revenues of the Government Into the Government Account**

7. (1) Subject to sub-rule (2) below, all the moneys received by or tendered to Government officers on account of the revenues of the Central Government

shall, without undue delay be paid in full into a treasury and shall be included in the accounts of the Central Government. Moneys received as aforesaid shall not be appropriated to meet departmental expenditure, not otherwise kept apart from ten accounts of the Government.

(2) Notwithstanding anything contained in sub-rule (1) of this rule, direct appropriation of departmental receipts for departmental expenditure is authorized in the following cases, that is to say:-

- (1) In the case of cash receipts utilized in accordance with departmental regulations by postmasters and other head of Offices of the Posts and Telegraphs Department for departmental purposes;
- (2) In the case of moneys received on account of the service of summons, diet- money of witnesses and similar purposes, in Civil, Revenue and Criminal cases and in the case of diet-money of witnesses deposited by assesses with Income Tax Officers and also of deposits made on account of traveling allowance and daily allowance of witnesses with the customs and central Excise Officers;
- (3) In the case of deposits received at a Civil Court and utilized by the Court to meet claims for the refund of such deposits;
- (4) In the case of fees received by Government servants appointed Notaries Public under the negotiable Instruments Act, 1881 (26 of 1881), and utilized to defray legal expenses incurred by them in the discharge of their duties as such Notaries Public;
- (5) In the case of the Public Works, Civil Aviation and other similar departments for utilization under departmental regulations of cash receipts temporarily for current works expenditure, or in very exceptional cases for disbursement of pay and traveling allowance charges wherever this course has been authorized by the Accountant –General to prevent any abnormal delay in payment;
- (6) In the case of the cash collation of the Customs Collectorate utilized under special authorization of the Government in meeting payments

- on account of departmental expenditure as well as drawbacks to passengers on board and refunds of deposits to commercial travelers;
- (7) In the case of cash received by the Forest Department and utilized in meeting immediate local expenditure;
  - (8) In the case of cash found on the persons of prisoners at the time of their admission to jail and used for the repayment by jail Superintendents under departmental regulations of similar sums due to other prisoners on their release;
  - (9) In the case of cash receipts of Railways utilized under Departmental regulation or with previous approval, general or special, of the Government, for departmental purposes.
  - (10) In the case of the Notational Library, Calcutta, or any other Government Library, to permit the replacement of books belonging to the library, which are not returned by borrowers, out of their deposit money;
  - (11) In the case of the Botanical Survey of India, to permit the refund to indentors of quinine and purchases of seeds and plant, out of the amount deposited by them, of such amount as may be in excess of the cost of quinine or of seeds and plants including incidental charges on packing, remittance, etc., connected therewith;
  - (12) Deleted.
  - (13) Deleted.
  - (14) In the case of the Survey of India Department to permit the refund to indentors of maps or other priced publication, out of the amount deposited by them, of such amount as may be in excess of the cost of maps or publications including incidental charges on packing, forwarding, etc., connected therewith; the payment of commission to selling agents out of sale re-maps, etc., of royalty charges and scrutiny charges for checking of external boundary of India from out of amount deposited in excess by them;



- (15) In the case of officers subordinate to the Ministry of External Affairs and stationed outside India where a branch of the Bank or a Government of India treasury does not exist, to permit the direct utilization of fees and other receipts realized by them towards their departmental expenditure;
- (16) In the case of Branch Military Dairies located at stations where there is no treasury, Military Treasury chest or authorized Bank, to enable the sale proceeds of dairy produce being utilized for meeting their current expenditure, the equivalent amounts being remitted into the treasury by the parent Dairy Farm;
- (17) In the case of sale proceeds of office furniture, etc., purchased from the Office Allowance Fund of a Military Unit or Office and Utilized under departmental regulations for the purposes of the Fund;
- (18) In the case of the Publications Division of the Ministry of Information and Broadcasting to permit the payment of commission to the agents and refund of moneys deposited in advance in excess of the amounts actually due for the supply of publications, out of the sale proceeds of the publications;
- (19) In the case of All India Radio, to permit payment of commission to (i) sale agents of All India Radio programme journals, and (ii) to advertising agencies, out of the sale proceeds of the journals and of advertising time in Commercial Service of All India Radio, respectively;
- (20) Deleted
- (21) In the case of the Delhi Milk Scheme to permit refunds on account of the cost of milk not drawn by customers out of their monthly quota for which they have made advance deposits;
- (22) In the case of the Regional Poultry Farms, Hassarghatta, Bangalore, Bombay and Bhubaneshwar, to permit refunds to private poultry farmers of amounts paid in advance by them in excess of the cost of

chicks, etc., supplied to them including incidental charges connected therewith;

(23) In the case of Department of Publication, to permit –

(i.) the remittance by the sole concessionaire of the amounts due towards advertisements in Government publication after deducting the commission payable to him; and

(ii.) the refund of moneys deposited in advance by indentors for supply of publications, out of the sale proceeds of the publications;

(24) in the case of Films Division to permit payment of commission to commission agents out of sale proceeds of films for non-commercial exhibitions in India;

(25) deleted

(26) in the case of the units of Assam Rifles to permit cash collections of Field post Offices for departmental expenditure;'

(27) in the case of the Social Welfare and Rehabilitation Department to utilized the cash received on private order work for the payment of wages to labour employed on that work;

(28) in the case of central Research Institute, Kasauli, to utilized with effect from 1<sup>st</sup> April 1977, the cost received on account of sale of sera and vaccines product at the Institute, for refund to the indentors of the excess amount received from them;

Provided that the authority hereby given to appropriate departmental receipts for departmental expenditure shall not be construed as authority to keep the departmental receipts and expenses defrayed there from outside the account of the payments in and the withdrawals from the consolidated Fund.

(3) In Special cases authorized by the Government, moneys received at tendered on account of the revenues of the Central Government may be deposited with a bank other than the Reserve Bank or its agent for the

purpose of Government transactions. The conditions under which such deposits may be made and the manner in which the balances of such deposits shall be included in the Government Account will be decided by the Government in each case after consultation with the Comptroller and Auditor-General

**8. Deleted.**

9. A Government officer may not, except with the special permission of the Government, deposit in a Bank, other than the Reserve bank or its agent for the purpose of Government transactions, moneys withdrawn from the Government Account under the provision of Rules 12 to 25.
10. the procedure to be adopted by Government officers and other authorized collecting agencies in receiving moneys on account of the Central Government revenues, granting receipts for such moneys and bringing them in the Government Account, and by the treasury and the Bank in receiving such moneys and granting receipts for them shall be regulated by the provisions contained in Part-III.

***Custody of money relating to or standing  
in the Government Account***

11. (1) Save as provided in sub-rule (1) of Rule 33, the procedure for the safe custody of moneys in the hands of government officer or held in a central treasury, shall be regulated by the provision contained in part-IV.
- (2) The Bank is responsible for the safe custody of Government moneys deposited in the banks.

**Withdrawal of Moneys from the Government Account.**

12. In Rules 13 to 25, the term 'withdrawal' with its cognate expression refers to the withdrawal of funds from the Government Account for disbursements of or on behalf of the Government.

- 13.** Save as expressly provided by or under these rules, or unless the government consultation with the comptroller and auditor –General other wise direct in any case, moneys may not be withdrawn from the Government account without the written permission of the Treasury Officer or of an officer of the Indian Audit and Accounts Department authorized in this behalf by an Accountant – General.
- 14.** An Accountant –General may, within the limit of his own jurisdiction, permit withdrawal for any purpose. Unless expressly authorized by these rules or by any special orders of the Government, an Accountant-General may not permit withdrawal at a place outside the limits of his own jurisdiction.
- 15.** (1) Subject as hereinafter provided, a Treasury officer may permit withdrawal for all or any of the following purposes, namely:-
- (i) To pay sums due from the Government to the drawing officer;
  - (ii) To provide the drawing officer with funds to meet claims likely to be presented against the Government in the immediate future by other Government servant or by private parties;
  - (iii) To enable the drawing officer to supply funds to another Government officer from which to meet similar claims;
  - (iv) To pay direct from the Treasury or from the Bank sums due by the Government to a Private party;
  - (v) In the case of a Government officer or authority empowered to make investments of moneys, standing in the Government Account, for the purpose of such investments;
  - (vi) To pay sums to the drawing officer on account of permanent advance sectioned to his office;
  - (vii) To pay sums on account of loans and advances;
  - (viii) To pay sums on account of grants –in-aid, contributions, scholarships, stipends, etc.

NOTE:- The term grants-in-aid, contributions, etc., includes such classes of expenditure as grants to local bodies, religious, charitable or educational institutions, contributions to public exhibitions and fairs, expenditure from the discretionary grants and compensations to Government servant, both Gazetted and non-Gazetted, for accidental losses, etc.

(2) Unless expressly authorized by an Accountant-General, a Treasury Officer shall not permit withdrawal for any purpose not specified in sub-rule (1) of this rule.

**16.**except as provided in Rules 24 and 25, a Treasury officer shall not permit withdrawal for any purpose unless the claim for withdrawal complies with the provisions contained in part-V as to the person by whom and the form in which the claim shall be preferred and the checks to which the claim shall be submitted by the Treasury Officer before directing payment thereof.

**17.**A Treasury officer has no general authority to make payments on demands presented at the treasury, his authority being strictly limited to the making of payments authorized by or under these rules. If a demand of any kind is presented at a treasury for a payment which is not authorized by or under these rules, or is not covered by a special order received from the Accountant-General, the Treasury Officer shall decline payment for want of authority. A Treasury officer has no authority to act under an order of the Government sanctioning a payment unless the order is an express order to him to make the payment; and even such special order should, in the absence of urgency, be sent through the Accountant-General.

**18.**A Treasury officer shall not honour a claim which he considers to be disputable. He shall require the claimant to refer it to the Accountant – General.

**19.**Except as otherwise provided in Section 1 of Part –V, a payment shall only be made in the district in which the claim arises.

**20. Deleted.**

**21.**No withdrawal shall be permitted on a claim for the first of any series of payment in a district, of pay or allowances to a Government servant other than a person newly appointed to Government Service, unless the claim is supported by a last pay certificate in the prescribed form. A Treasury Officer may not permit any withdrawal in respect of pay or allowances of a Government to whom he has granted a last pay certificate unless the certificate is first surrendered.

NOTE 1:- Withdrawal for a claim for Travelling Allowance in respect of journey, by a retiring Government servant and his family, from this last place of duty to a place where he wishes to reside, may be permitted by a Treasury Officer even without surrendering the last pay certificate.

NOTE 2:- In the event of death, retirement or discharge of a Government servant, the Children's Educational Allowance admissible to such Government servant should be drawn and disbursed by the Head of the Office in which the Government servant was last employed and withdrawal of funds, for the purpose may be permitted by the Treasury officer even without surrendering the last pay certificate.

**21–A.** Deleted

**22.**The Treasury Officer shall be responsible to the Accountant-General for acceptance of the validity of a claim against which he has permitted withdrawal and for evidence that the payee has actually received the sum withdrawn.

**23.**The Treasury Officer shall obtain sufficient information as to the nature of every payment he is making and shall not accept a claim which does not formally present that information unless there are valid reasons which he shall record in writing for omitting to enquire it.

**24.** The Treasury Officer may correct an arithmetical inaccuracy or an obvious mistake in any bill presented to him for payment, but shall intimate to the drawing officer any correction which he makes.

**25.** A collector may, in circumstances of urgency, by an order in writing authorize and require a Treasury Officer to make a payment, not being a payment of pension, without complying with the provisions of these rules. In any such case, the collector shall at once forward a copy of his order and a statement of the circumstances requiring it and the Treasury Officer shall at once report the payment, to the Accountant-General.

NOTE:- The need for exercising the special power under this rule should not arise at all in normal conditions. The power should be used only in real cases of urgency, e.g., floods, earthquake and the like, and withdrawals of money under this rule should, as far as possible, exclude all personal claims of Government servants.

#### ***Transfer of moneys standing in the Government Account***

**26.**(1) The Transfer of money from one Central Treasury to another, between currency chest balance and treasury balance of a central Treasury and between a Central Treasury and the Bank shall be governed by such instructions as may be issued in this behalf by the Government after consultation with the Reserve Bank

Subject as provided above, the previous of Part-XI and any subsidiary instruction issued thereunder shall regulate the procedure with regard to the matters aforesaid.

(2) The transfer of moneys from or to a small coin depot to or from a treasury shall be governed by the procedure specified in Part-XI

#### **Responsibility for Moneys Withdrawn**

**27.** If a Treasury officer receives intimation from the Accountant General that moneys have been incorrectly withdrawn and that a certain sum should be

recovered from a drawing officer, he shall effect the recovery without delay and without regard to any correspondence undertaken or contemplated with reference to the retrenchment order; and the drawing officer shall without delay repay the sum such manner as the Accountant-General may direct.

**28.**(1) subject as hereinafter provided in this rule, the procedure to be observed by a Government officer in regard to moneys withdrawn from the Government Account for expenditure shall be regulated by the provisions made in this behalf in Part-V.

(2) A Government officer supplied with funds for expenditure shall be responsible for such fund until an account of them has been rendered to the satisfaction of the Accountant-General concerned. He shall also be responsible for seeing that payments are made to persons entitled to receive them

(3) If any doubt arises as to the identity of the Government officer by whom an account of such funds shall be rendered, it shall be decided by the Government.

### **Inter-Government Transactions**

**29.**(1) Save as provided hereafter in Rules 31 and 32, no transaction of the Central Government with a State shall be adjusted against the balance of the Central Government except in accordance with the direction as may be given by the Comptroller and Auditor-General with the approval of the Government to regulate the procedure for the accounting of such transactions.

(2) All adjustments against the balance of the Central Government by debit or credit to the account of a State Government shall be made through the Central Accounts section of the Reserved Bank.

**30.**Receipts and disbursements in a State on behalf of the Central Government shall be adjusted, as far as practicable, directly against the balance of the Central Government held by the Bank, but where such transactions are temporarily taken into account against the balance of the State Government,



the Accountant-General of the State will on receipt of intimation from the treasury, make the requisite adjustments in respect of the aforesaid transactions through the central Accounts Section of the Reserve Bank against the Balance of the Central Government held by the Bank.

**31.**(1) The Treasury Officer in charge of a central Treasury may, subject to any general or specific direction of the Government in this behalf, receive or authorize the bank to receive moneys tendered on behalf of a state and may, if so required by the Accountant-General, make or authorize payment of any claim against a State. The necessary credits or debits in respect of such receipts and payment against the balance of the State concerned shall be made by the Accountant-General through the Central Accountant Section of the Reserve Bank, but until such adjustments are made, the credits and debits shall be entered in the central Government Account.

(2) Moneys paid or received in the Office of an Account-General on behalf of a State or book entries made in the Office of an Accountant-General affecting the accounts of a State, where such moneys or book entries are credited or debited in the first instance against the balance of the Central Government, shall be adjusted against the balance of the State concerned in accordance with such directions as may be given in this behalf by the comptroller and Auditor-General with the approval of the Government.

(3) The provisions of the preceding sub-rules shall apply, with or without modification, to payments made or moneys received on behalf of the Railways, posts and Telegraph and Defence Department.

**32.**(1) In order that the transactions pertaining to the Central Government may be correctly recorded against the balance of the Central Government, all challans, bills, cheques, vouchers, etc., which serve as evidence for payments into or withdrawal from the Government Account, or on the authority of which adjustments in the initial accounts are made against the balance of the Central Government by Treasuries and the Bank, shall be printed on blue paper;

Provided that in the case of any particular kind of document aforesaid the government may after consultation with the Comptroller and Auditor-General suspend or waive the operation of this rule. This is subject to the condition that whenever forms other than those of blue colour are used, such forms must invariably be so prominently marked as to indicate clearly that they pertain to transactions of the central Government.

(2) The requirements of this rule shall not apply to transactions of the Government in the United Kingdom which are governed by the provisions of Rule 33.

**33.**(1) Except as expressly provided in these rules, the procedure in respect of the receipt and safe custody of moneys received in the United Kingdom on account of the revenues of the Government, the payment of such moneys into the government Account, withdrawal of moneys from the Government Account for disbursements in the United Kingdom and any matters connected with or ancillary to the matter aforesaid shall be such as may be prescribed by the government after consultation with the Comptroller and Auditor-General.

(2) until other provision is made by a State Government in this behalf, moneys received in the United Kingdom on account of the revenues of the State, may be paid into and funds required for disbursements of or on Account of India in accordance with such procedure as may be prescribed under sub-rule(1). These transactions shall be adjusted in India at the earliest opportunity against the balance of the State Government according to such directions as may be given in this behalf by the Comptroller and Auditor-General with the approval of the President.

### **Supplemental**

**34.** An Accountant-General shall, in exercise of any of his functions under these rules, be subject to the general control of the Comptroller and Auditor-General. An Account Officer shall exercise the functions subject to the general control of the financial authority concerned, which will act generally in

consultation with the Comptroller and Auditor-General in all matter where his powers and duties as respect accounts are involved.

- 35.** nothing in these rules shall have effect so as to impede or prejudice the exercise by the Comptroller and Auditor-General of the powers vested in him by or under the Comptroller and Auditor –General’s (Duties, Powers and conditions of service) Act, 1971 to give directions regulating the submission to the Indian Audit and Accounts Department of the accounts kept in treasuries or in departmental offices, accompanied by such voucher in support thereof as the Comptroller and Auditor –General may require for purposes of audit or for the purpose of keeping the accounts for which he is responsible.
- 36.** Nothing contained in, or in the application of, these rules shall have effect so as to impose upon the Bank in connection with the business of the Government any responsibility not imposed upon the bank by the terms of the agreement referred to in Rule 3.
- 37.**(1) where, under the provisions of these rules, the detailed procedure with respect to any matter is required to be prescribed or regulated by departmental regulation, such regulation to be observed by particular departments shall be made by the Government, or with the approval of the Government, by such departmental authorities as may be authorized by the Government to act in this behalf.
- (2) Nothing contained in this rule affects the validity of any order instruction or direction contained in any authorized departmental regulation except in so far as such order, instruction or direction is inconsistent with or repugnant to any distinct provision contained in these rules.

**ANNEXURE-A – Deleted.**

# **SUBSIDIARY RULES**

## **PART II- GENERAL ORGANIZATION AND WORKING OF CENTRAL TREASURIES**

### **General Organization**

#### ***Management***

**38.** Subject to any general or special orders of the Government, the ultimate responsibility for the proper management and working of a Central Treasury shall rest entirely with the Administrator.

#### ***Collector***

**39.** The Collector, being in general charge of the treasury, shall be immediately responsible to the Administrator for its general administration and working. The appointment of a subordinate to the immediate charge of a treasury shall in no way relieve the Collector from this responsibility. This responsibility extends not only to the security of cash balance, stamps, opium and other Government property and the immediate detection of any irregular practice on the part of the subordinates, but also to the correctness of prescribed accounts and returns and the punctuality of their submission and to the implicit obedience of the Treasury officer to the instructions issued by the Accountant- General, the Currency officer or any other competent authority.

**40.** The Collector shall send immediate notice to the Accountant – general and other concerned authorities of any deflection or loss of public money, stamps, opium or other property discovered in the treasury or a sub-treasury, even when such loss has been made good by the person responsible for it. Such notice shall be supplemented as soon as possible afterwards by a detailed report after personal investigation into the case. In dealing with cases of defalcation or losses as aforesaid and in reporting such cases to the

Accountant-General orders or instructions as may be issued in this behalf by the Government and by the Administrator.

Petty cases, that is cases involving losses not exceeding Rs. 500 each, need not be reported to the Accountant-General unless there're are, in any cases, important features which merit detailed investigation and consideration.

**41.** The Collector shall remember that, when an irregularity of any kind is brought to his notice by the Accountant-general, nothing but a report on his knowledge, after personal investigation, can be considered satisfactory. It is not enough for him to pass on the explanation of subordinate inasmuch as reports prepared in this manner have very often, by lulling suspicion, led to greater irregularity afterwards.

**42.** The Collector is bound to satisfy himself by periodical examination, at least once in six months for cash and opium and once a year for stamps, securities, draft and cheque forms, that-

(i) The actual stock of cash, opium, stamps and securities is kept under joint lock and key and corresponds with the book balance.

(ii) The treasurer does not hold a sum larger than is necessary for the convenient transaction of the Government business and that this sum, together with the value of stamps and opium, if any, in his sole custody, is not larger than the security given by him;

(iii) The stock of draft and similar forms which are intended for use in monetary transactions are carefully kept under lock and key by the Treasury and periodically tallied with the normal balance of such forms on the stock books; and

(iv) The sub-treasury balance is verified once a month by a Gazetted Officer besides the verification done by himself during his tour.

Note:- the word 'stamps' used in this and other rules in this part includes match Excise Banderols.

**43.** The Collector shall satisfy himself at least once in every quarter that the deposit registers are kept according to prescribed rules and that all necessary entries are made and initialed without fail at the time of the transaction.

**44.** the collector shall specially careful, when assuming or making over charge, to see that the cash balances and stock of stamps and opium are thoroughly verified and tat a certificate of taking over charge in which the state of cash stamps and opium balance is to be shown is invariably dispatched to the Accountant-General with a certificate in Form TR-1 on the same day as the transfer of charge takes place.

**45.** The collector when at headquarters must always verify the district treasury balance in person on the first of each month and sign the account to be rendered to the accountant-general and the Administrator. When, however, he is absent on tour on the first of the month, or when he is unable to perform the duties from physical inability, the duties may be entrusted the senior Gazetted subordinate of the district staff present at headquarters not being the officer in charge of the treasury, or to any of his assistant or district deputies in permanent charge of talukas or sub-divisions. The reason for his inability to sign the accounts must be distinctly noted in the returns and accounts.

If neither the Collector nor any Gazetted Officer or the district staff, other than the treasury Officer himself is present at headquarters when the accounts are ready for signature , the cash balance may be verified and the accounts signed by the Treasury Officer , but the absence of all other officer as above must be certified on the face of the accounts; and the cash balance shall be certified by another officer and reported to the Accountant – General and the Administrator as soon as any such officer returns to headquarters.

**46.** Without prejudice to the generally of Rules 4 to 6 of Part-I, the provisions of Rules 42 to 45 any be modified in particular points of detailed procedure to suit local convenience under the orders of the Administrator issued after consultation with the Accountant – General.

### ***Treasury Officer***

47. The appointment of a very junior officer to the charge of a treasury should not ordinarily be made but if in a temporary emergency such an appointment is made, the departure from the rule shall be reported to the Accountant-General and the reasons for it explained to that officer.
48. As the collector's delegate and representative, the Treasury officer is responsible to the Collector primarily for the proper discharge of his duties for thorough observance of all rules prescribed for his guidance in every branch of his duties and for strict attention to all details of the daily routine of the treasury work. He is responsible to the collector for the working of the treasury and the conduct of the subordinate treasury official, and for the custody of cash balance, stamps and opium, he is jointly responsible with the Treasurer. He must have carefully prepared instructions for the guidance of every branch of his office.
49. The Treasury officer is responsible to the Collector for keeping the accounts of the treasury strictly in accordance with the directions contained in the Account Code, for the accuracy of all initial records and vouchers and for regularity of all transactions taking place at the treasury.
50. The special precautions to be observed by the Treasury Officer in matters relating to receipts, custody and payment of Government moneys are specified in other relevant parts of these rules.
51. Subject to the provisions of Rule 19*et seq* and without prejudice to the generality of provisions made in other Parts of these rules, the respective responsibility of the Collector and of the Treasury Officer may be laid down in writing by the Administrator.

### ***Relation with the Accountant-General***

52. The Accountant General may direct his communications regarding Treasury accounts and procedure either to the Collector or to the Treasury Officer, but

al important communications to the Accountant-general must issue over the signature of the Collector or with his approval. The collector may not forward the Treasury Officer's explanation as his own in reply to questions or enquiries concerning the Treasury work.

***Relation with Currency Officer.***

**53.** The currency Officer ordinarily directs his communications to the Treasury Officer but, save in matters of daily routine, all communications to the Currency officer must issue over the signature of the Collector or with his approval. The currency officer will bring to the notice of the Collector the cases in which the Treasury Officer appears to be neglecting his duties.

Note 1;- The control of the currency, resources and remittance operations of the Government vests in the Reserve Bank and this work is conducted under the control of the Bank by a number of Currency officers each of whom is in charge of an office of the Issue Department of the Bank and is responsible for the work of treasuries within his jurisdiction.

Note 2:- The procedure to be observed by the Treasury officer with regard to Custody of currency chests and verification of currency chest balances is regulated by executive instructions in part-XIV.

***Treasure***

**54.** Detailed rules for the custody of treasure, both specie and notes are laid down in Part-IV.

***Treasurer***

**55.** The Treasurer is responsible for the handling of the money at the Treasury. It is the duty of the Collector to see that the Treasurer furnishes sufficient



security to protect the Government against loss due to his negligence or fraud.

**56.** A model form of the Treasurer's Security Bond is given in Form T.R. 2.

Securities lodged as deposits may be returned after six months from the date of vacation of office by a Treasurer but the bond shall be retained permanently or until it is certain that there is no necessity for keeping it any longer.

### ***Accountant***

**57.** The accountant is responsible under the orders of the Treasury Officer for keeping complete records of cash and book transactions of the district and subordinate treasuries and for the compilation of prescribed accounts and returns strictly in accordance with the directions and orders in force. He is also required to see that the rules and orders in force are observed in respect of all transactions of the treasury and to bring all cases of irregularity to the notice of the Treasury Officer.

**58.** The Accountant may be required to inspect, under the orders of the Treasury Officer, the account record of sub-treasuries and to check percentage of the initial accounts.

### **Treasury Accounts.**

#### ***Treasurer's Records***

**59.** the Treasurer shall maintain a simple cash book, without subordinate registers, in which each receipt and payment shall be posted at the time and on the date on which they actually occur and in the order of occurrence. The Treasurer shall sign and immediately return to the Accountant, after the necessary entry in his accounts all receipts for money received. He shall stamp all payment vouchers "paid" and retain them for delivery to the Accountant Departments when the books are compared.

**60. Deleted .**

### ***Accountant's Books***

**61.** The form and procedure with regard to the initial accounts kept in the treasury and the methods and principles in accordance with which the accounts are kept, are governed by the directions contained in the Account Code. Volume II. It is the duty of the Treasury Officer to satisfy himself that those directions are strictly observed, that the accounts are correct in all respects and that the record of receipts and payments are so clear, explicit and self –contained as to be producible, if necessary, as satisfactory and convincing evidence of facts.

Note:- A complete record of cash transactions and book transfers relating to the district treasury, including those of sub- treasuries within its jurisdiction, will be kept in the Accountant's Cash book. Every item received or paid as well as all adjustments by transfer should be entered in the cash book or in some register subsidiary to the cash book in accordance with the directions contained in the Account Code, Volume –II. The daily total form cash subsidiary register should pass into the cash book.

**62.** The treasury Officer shall prohibit any erasures or overwriting in the cash book and other registers of initial record or in any account or schedule and verify and initial every correction in them

### ***Sub-Treasury Accounts***

**63.** The daily accounts of sub – treasuries are incorporated in the accounts of the district treasuries in accordance with the direction contained in the Account Code, Volume-II. It is the duty of the Treasury Officer to Scrutinize and examine every item of receipts and payments shown in the daily accounts and point out and watch against all irregularities in the same was as those at the

district Treasury. He shall examine and regulate the procedure of sub-treasuries, as far as he can, from the daily examination of their accounts.

Note: if the Treasury Officer, owing to the volume of sub-treasury transactions, finds it difficult to scrutinize each and every sub-treasury voucher, he may at his discretion leave over the work to the Accountant a percentage check not less than 20 per cent being effected by him. All vouchers checked by the Treasury Officer himself must be initialed by him as a token of the fact that he has exercised that check.

64. The treasury officer shall see that the cash balance of the sub-treasury has been actually counted and certified by the Sub-Treasury officer on the closing day. The cash balance of the sub treasury must be written in words as well as in figures; the words being written in such manner as to leave no room for alteration or interpolation. The treasury officer is also required to observe special precautions to satisfy himself that the sub treasury officer's signature on the daily sheet and supporting documents is genuine and that the accounts have not been tampered with in transit. The accounts must invariably be sent by post.

### ***Closing for the Day***

65. Subject to the directions contained in this behalf in the Accountant Code, Volume-II, the process of closing accounts for the day shall be as follows:-
  - (a) The daily total of each subsidiary register will be entered in the appropriate part of the cash book which will then be totaled and the balance memorandum at the top of the Accountant's balance sheet will be drawn up strictly in accordance with the directions contained in the Account Code, Volume –II. To the account balance thus brought out, the additions and deductions indicated at

the foot of the cash book form will be applied so as to bring out the cash balance at the district treasury.

- (b) Meantime , the treasurer will also sum both sides of his cash book and draw up his balance memorandum in the form of the Treasurer's daily balance sheet (Form T.R.-3)
- (c) If the results shown in the two balance sheets agree, the Treasury Officer should sign the two cash books and the two balance sheets. He should first satisfy himself of the correctness and good order of all these documents and should give special attention to the reconciliation of the account balance of the district with that actually in the headquarters treasury; the latter excludes the balance in sub-treasuries or under remittance within the district which the former includes.
- (d) The following memorandum of some of the more important parts of the verification. The Treasury Officer should –
  - (i) Compare each entry of payment in a register with the payment order, ticking off each voucher as it is passed. This will not be necessary if the Treasury officer adopts the alternative plan of having the account entry presented to him for initial at the same time that he signs the order of payment;
  - (ii) Examine at least two of the totaling of each side marking the totals as 'exd';
  - (iii) See that the totaling are correctly carried from the register to cash book, initialing the total as he thus compares them.

Note:- this must be done in the case of receipts register even when the total for the day is blank; but it is not necessary to initial blank payment registers. If then number of blank receipt registers is great, the following plan may be adopted. Such registers as are only rarely required for entry may be bound in a single volume and kept under the Treasury Officer' own lock. When the volume is required for

entry, he should give out the register for the purpose and he should receive it back at the time of signing the daily accounts, carefully seeing in doing so that all new entries in it are correctly carried to the cash book and initialing them accordingly. It is obviously necessary to guard against fraud or mistake of omitting to bring all entries from these registers upon the cash book and this precaution is not complete if the Treasury Officer examines only those registers from which an entry is made upon the cash book.

(iv) Verify the totaling of the cash book or get it done by some principal subordinate officer other than the Accountant who should initial it as correct;

(v) See twice every week that all vouchers are properly arranged.

(e) Before signing the Treasurer's daily balance sheet, the Treasury officer should roughly verify the balance in the sole charge of the Treasurer, as shown in that sheet, and satisfy himself on the following points.

(i) That no uncurrent coins are left in the charge of the Treasurer;

(ii) That no more small coins are so left than are actually required for current use;

(iii) That the whole balance in the sole charge of the Treasurer never exceeds his current requirements.

(f) The Treasury Officer should always be careful to sign the Treasurer's balance sheet in the evening of the day itself to which it refers but the signature on and comparison of the Accountant's books need not be made till the following morning unless the office is to be closed for two or more days. The Accountant's balance sheet must not be signed until it has been carefully agreed with the Treasurer's.

Note:- Ordinarily the Treasurer's balance sheet should be compared and agreed with that of the Accountant before closing the treasury for the day and it is only when pressure of work renders this impossible that the comparison may be postponed till the following morning. When this is necessitated, the certificate over the treasury Officer's signature at the foot of the Treasurer's balance sheet should be altered in manuscript by canceling the words "agreed with the Accountant's daily balance sheet" and before the form is signed by the Treasury Officer which must be done before the closing of the day. An additional certificate will then be added and signed by the Treasury Officer the following morning, viz., "agreed with the Accountant's daily balance sheet". For the 31<sup>st</sup> March and first few days of April, it will be necessary for the Accountant to prepare a separate rough balance sheet on each of these days for comparison with that of the Treasurer as the completion of the Accountant's balance sheet for the 31<sup>st</sup> March has to await the receipt of the sub-treasury account.

- (g) The foregoing provisions of this rule apply also to Bank treasuries subject to the modification that in the absence of the Treasurer's balance sheet the correctness of the daily accounts should be tested by a comparison of the totals of receipts and payments in the Accountant's cash book with the corresponding totals in the daily accounts received from the Bank.

Note:- when with the concurrence of the Accountant-General, the daily account of the Bank is submitted to the treasury in the morning of the day following that to which it refers, the signature and comparison of the Accountant's book may be made in the evening instead of in the morning if the day on which the Bank accounts are received, provided the pressure of work renders it necessary so to postpone it.

**66.(1)** With the single exception of March for which the accounts of the district treasury must be kept open until receipt of daily sheets of every sub-treasury

for 31<sup>st</sup> March, the monthly accounts shall be closed without fail on the last day of each month. Every endeavour shall be made to close the March accounts at the earliest possible date and, in the any case, not later than the 5<sup>th</sup> of April, except in the case of district treasury at Port Blair where these accounts shall be closed not later than 15<sup>th</sup> of April.

(2) The accounts of the sub-treasury shall be closed as on he last day of the calendar month, including therein all the transactions at the sub-treasury during the month. The district treasury shall incorporate the accounts of the sub-treasury in its monthly accounts.

**67.**(1) In closing the accounts of the district treasury for the months, month's totals of the subsidiary registers will be carried into the cash account in the case of receipts and into the list of payments in the case of payment, the cash account being closed in accordance with the direction contained in the Account Code, Volume-II. The cash must be verified by actual counting and the cash balance report made out in accordance with the procedure prescribed in Part –IV.

(2) The monthly cash shall be subjected to a very careful check by the Treasury Officer when it is laid before him. He must satisfy himself that the opening and closing balances of this account are not merely deductions from accounts but are statements of facts certified to have been verified by actual enumeration of coins and notes. The Treasury Officer also check cash entry I the cash account and list of payments with the corresponding totals in the cash book and see that the totals of all the registers are correctly carried into the cash book.

Note:- If at any time the treasury Officer be unable to compare all entries he may compare at least some; notably, he should compare the entries in the plus and minus memorandum of deposits, stamps, etc., with the entries in the account , e.g., the plus and minus memorandum shows a reduction in the stock of judicial stamps to the value of Rs. 5000; if the credit in the accounts be less, the difference must be traced and satisfactorily accounted for.

### ***Monthly Accounts and Returns***

**68.**(1) A complete list of treasury accounts and returns to be rendered on different prescribed dates to the Accountant-General, the Currency Officer and other authorities shall be kept at each treasury. The accounts and returns be written up in accordance with the directions contained in this behalf in the Account Code, Volume-II and such orders and instruction as may be issued by the Collector.

(2) With regard to the punctual submission of the accounts and returns the administrator shall view with severe displeasure any avoidable delay on the part of the collector or of the Treasury Officer in the dispatch of the prescribed accounts and returns with complete schedules and vouchers particularly those required by the Government, the Accountant-General and the Currency officer concerned.

Note:- the returns de for dispatch on a holiday may be sent a day (but not more than one day) late.

**69.** Vouchers pertaining to each schedule relating to the cash account or the list of payments shall be numbered consecutively in separate monthly series and kept under lock and key in the order of payment till they are dispatched. Before the dispatch of the lists of payments and schedules the Treasury Officer shall be inspection satisfy himself that the required vouchers are all attached. He may find it profitable at intervals during the month to take up a schedule and see that all its vouchers are present in proper order; as no payment can be made without a voucher, there can be no excuse for the absence of any, unless it be that for a specific remittance.



## **Treasury Inspection**

### ***General Rules***

**70.** Every Collector shall make a systematic inspection of the working the treasury once a year with the object of ensuring that the procedure actually observed at the treasury is in accordance with the rules and orders in all respects and that the accounts and other records are properly maintained. The inspection shall be carried out in accordance with the following instructions:-

- (a) The strong – room should be first inspected, then the Treasurer’s Branch and lastly the Accounts Branch.
- (b) The cash balance should be verified if not already done in the month preceding that in which the inspection is held.
- (c) The following are some of the more important points to which personal attention must be devoted at the inspection :-
  - (i) That arrangements connected with the strong-room for storage and custody of treasure, stamps , opium, padlocks and keys and other valuables are perfect and complete;
  - (ii) That cash, draft forms and cheque forms are handled strictly in accordance with the rules;
  - (iii) That the arrangements for the examination of money received and of claims to be paid are satisfactory;
  - (iv) That the Treasurer and potdars have given adequate security and tat the former has in addition furnished a security bond in proper form;
  - (v) That the Treasury Officer exercises a proper and adequate check over the working of the treasury;
  - (vi) A general review of the various records, register, books of reference, etc., should be undertaken to see whether the detailed orders of competent authorities issued since the date of last inspection relating to such matters as the issued of coins and notes, remittances, custody of padlocks and keys, stamps

and opium, and maintenance of accounts are readily available for reference and have been properly maintained.

These points are not exhaustive and the collector has full discretion to add other items according to local needs. Neither the specification of these points nor the inspection carried out by an officer of the Indian Audit and Accounts Department shall in any way diminish the Collector's personal must be made as systematically and thoroughly as possible; it is open to the inspecting officer to extend his personal scrutiny to points not mentioned in this rule and which in his opinion require such scrutiny.

71. Copies of inspection memorandum and orders passed thereon by the Administrator shall be forwarded to the Accountant-General for information.

### **Miscellaneous Provisions**

#### ***Deposit of cash and Valuables of other Department***

72. if for special reasons, the Collector directs the cash chests belonging to any Government Department to be lodged in the Treasury for safe custody, the fact shall be reported for information of the Accountant –General . A register shall be kept in the treasury in which the receipt and return of the chest should be duly acknowledged. The key or keys of the chests must not be kept in the treasury not shall the amounts of such chest be brought into the accounts of the Treasury. The accountant- general may report to the Administrator any case in which the permission appears to have been improperly granted by the Collector.
73. Bullion, jewellery and other valuable coming into the hands of a Government Officer in his official capacity may be received into the treasury for safe custody at the discretion of the collector. The procedure to be observed by the Treasury Officer in dealing with such articles may be laid down by the

Administrator. The value of such articles must not be brought into the accounts of the treasury.

### ***Notices***

**74.** Notices shall be exhibited conspicuously in the office of the hours at which the treasury closes for receipts and payment of money which should be at least an hour before the end of the day's work, in order to give time for closing and agreeing the accounts.

**75.** The Treasury Officer shall personally see that the notices which he is required to exhibit under standing orders or other instruction received from time to time, such as those regarding encashment of notes, supply of small coins, are exhibited conspicuously in places which the public enters freely and that no favouritism is shown in the conveniences which the treasury can offer.

NOTE:- Notices regarding financial matters which may in any way commit the Government with public other than those issued by the Revenue or other Departments with which the Currency Officer is not concerned should not be exhibited in any treasury unless its form is previously approved by the Currency officer.

### ***Custody of Security Bonds***

**75-A.** The security bonds of Government servants employed in treasuries shall be kept in a locked box in the double lock strong-room of the district treasury. The Treasury Officer will be responsible for the safe custody of the bonds and shall keep the key of the box in his personal custody.

**Part III- RECEIPT OF GOVERNMENT MONEY AND PAYMENT OF SUCH  
MONEY INTO THE GOVERNMENT ACCOUNT**

General Rules.

*General instructions for handling cash*

**176.** Government dues or other moneys receivable on Government account may be realized in cash, (i.e., in legal tender coins or notes), or by cheques <sup>2</sup>[or drafts drawn on any local branch of a scheduled bank] or by money orders or by postal orders or in such other forms as may be prescribed by government. Dues, etc., of Ministries, Departments of Government of India and of their Attached/Subordinate Offices are generally received by Departmental Officers or by specified branches of the Banks accredited to them in the form of crossed local drafts or cheques or in cash unless otherwise specifically notified. In the case of Union Territory Governments/Administrations, dues may be received either by Departmental officers or by Pay and Accounts Officers or by Treasuries or by banks attached to Treasuries, as the case may be. In the case of Departmental Officers, the amount receivable in cash will not, however, exceed Rs. 100.00 in each case or such higher amounts as they may be authorized to receive.

Note 1- The term 'local branch' as used in this rule and in Rule 79 means a branch of a Bank located in the station in which a departmental office with cheque drawing powers/a pay and accounts office or a departmental office without cheque drawing powers (set up under the Scheme of departmentalization of Accounts) or a Bank Treasury, as the case may be, is situated.

2. In the case of departmental officers not having cheque drawing powers, local cheques/demand drafts should be accepted in favour of the concerned Pay and Accounts Officers. However, when cheques / demand drafts are received in the name of former officers under any Rule or Act or otherwise, these may be endorsed by them for payment to their respective by such departmental officers functioning at places other than those of their Pay and

Accounts Officers may be remitted to the latter officers by means of crossed bank drafts, for being credited into Government account.

**77.** Save as otherwise expressly provided in these rules or in any authorized departmental regulations, the following rules shall be observed by all Government officers who are required to receive Government dues and handle cash:-

- (i) Every Officer receiving money on behalf of the Government should maintain a cash book in Form T.R.-4.
- (ii) All monetary transactions should be entered in the cash book as soon as they occur and attested by the Head of the Office in token of check.

<sup>1</sup>[Exception.- “ Account Payee” cheques issued by Pay and Accounts Officers and also those issued by the Cheque Drawing and Disbursing Officers as a result of Pre-check of bills submitted to them by non-cheque drawing DDOs, in favour of Government servants and third parties, being payable only to the parties, need not be entered in the cash book; their delivery, etc., is to be watched through a separate register.]

- (iii) The cash book should be closed regularly and completely checked. The head of the Office should verify the totaling of the cash book or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct.
- (iv) At the end of each month, the Head of the Office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. The certificate should also be recorded on the monthly cash account, primary abstract or account current is required to be submitted to the Accountant General. Such certificates must be signed by the Head of the Office who should invariably date the signature.

2[Note:- In case the verification of cash balance is not possible on the last working day of a month on account of disbursement of monthly salary and allowances, it may be done on the first working day of the next month before making any transactions on that day.]

- (v) When Government moneys in the custody of a Government officer are paid into the Treasury or the Bank, the Head of the Office making such payments should compare the Treasury Officer's or the bank's receipt soon the challan or his pass book himself that the amounts have been actually credited into the Treasury or the Bank. When the number of payments made in a month is more than ten and the total amount involved there in exceeds Rs. 1,000, he should, as soon as possible after the end of the month, obtain from the treasury a consolidated receipt for all remittances made during the month which should be compared with the postings in the cash book.

NOTE:- Notwithstanding the provisions of this clause, the Head of the Officer may at his discretion obtain a consolidated receipt irrespective of the number of payments made I a month and the total amount involved therein.

- (vi) An erasure or overwriting of an entry once made in the cash book is strictly prohibited. If a mistake is discovered it should be corrected y drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The Head of the Office should initial every such correction and invariably date his initials.
- (vii) A Government officer who handles government money should not, except with the special sanction of the Head of the Officer be allowed to handle also in his official capacity money which does not belong to the Government. Where under any special

sanction, a Government officer deals with both Government and non-Government money in his official capacity, the Government money should be kept in a cash box separate from the non-government money and the transactions relating to the latter should be accounted for in a separate set of books and kept entirely out of the Government Account.

- (viii) The employment of peons to fetch or carry money should be discouraged. When it is absolutely necessary to employ one for this purpose, a man of some length of service and proved trustworthiness should only be selected and in case where the amount to be handled is large, one or more guards should accompany the messenger.

Note 1:- The duties imposed by Clauses (ii) to (vi) of this rule on the Head of the Office may be entrusted to a subordinate Gazetted officer nominated by the Head of the Office for this purpose.

Note 2:- The cash books should be bound in convenient volumes and their pages machine-numbered. Before bringing a cash book into use, the Head of the Office or the officer nominated by him under Note 1 should count the number of pages and record a certificate of count on the first page of the cash book.

**177-A.** Save as otherwise expressly provided in these rules or in any authorized departmental regulations, the following rules shall be observed by all Government officers who are required to (a) receive Government dues and handle cash and / or (b) perform the functions of Drawing and Disbursing Officers (with or without cheque drawing powers):-

- (i) Every such officer (referred to in the rule as the Head of office) should maintain a cash book in Form T.R-4.
- (ii) All monetary transactions should be entered in the cash book as soon as they occur and attested by the Head of the Office in token of Check.

EXCEPTION:- (a) “ An Account payee” crossed cheque / bank draft drawn in the personal name of a recipient (Government servant or third party ) by a Pay and Accounts Officer (or by a cheque drawing DDO) and routed through a departmental office merely for the purpose of delivery to the recipient thereof need not be entered by the latter office in its cash book; the delivery, etc., of such a cheque / demand draft to the concerned party may be recorded in and watched through a separate register.

EXCEPTION:- (b) Cheques issued by cheque Drawing DDOs are required to be enter in a “Register of Cheques” issued in form T.R. 74. therefore, only those cheques drawn by him which are encashable in his capacity as Disbursing Officer for arranging payments in cash, need be entered in the cash book.

<sup>1</sup>[EXCEPTION(c) Receipts in the form of local cheque/bank drafts (to be crossed) in favour of Pay and Accounts Officer (or received in favour of DDOs under any Rule or Act but endorsed in favour of PAOs) accepted by non-cheque drawing DDOs need not be entered in the cash book, but should be interned in the register of valuables (Form T.R. 75) and remitted into the accredited bank, duly supported by challans for credit to Government Account.1]

- (iii) The cash book should be closed regularly and completely checked. The head of the Office should verify the totaling of the cash book or have this done by some responsible subordinate other than the writer of the cash book and initial it as correct.
- (iv) At the end of each month, the head of the Office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. In regard to any discrepancy noticed therein, instructions contained in Rule 16 of GFRs should be followed.
- (v) Entries made in the cash book regarding remittance of receipts to the accredited bank for credit into government accounts should be attested by the Head of Office after verifying them with reference to the bank’s



receipt recorded on the pay – in- slip or challans. When the credit appears in the receipt scroll from the bank, the actual date of realization of the cheque/bank draft should be indicated <sup>2</sup>[by cheque drawing DDOs] against the original entry in the cash book so as to keep track of outstanding items.

- (vi) An erasure or overwriting of an entry once made in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing te pen through the incorrect carry and inserting the correct one in red ink between the lines. The Head of the Office should initial every such correction and invariably date his initials.
- (vii) A Government officer who handles Government money should not, except with the special sanction of the Head of the Officer be allowed to handle also in his official capacity, money which does not belong to the Government. Where, under any special sanction, a Government officer deals with both Government and non-Government money in his official capacity, the Government money should be kept in a cash box separate from the non-Government money and the transaction relating to the latter should be accounted for in a separate set of books and kept entirely out of the Government account.
- (viii) The employment of peons to fetch or carry money should be discouraged. When it is absolutely necessary to employ one for this purpose, a man of some length of service and proved trustworthiness should only be selected and in cases where the amount to be handled is large, one or more guards should accompany the messenger.

NOTE 1:- The duties imposed by Clauses (ii) to (iv) of this rule on the Head of the Office may be entrusted to a subordinate Gazetted Officer nominated by the Head of the Office for this purpose.

NOTE2:- The Cash books should be bound in convenient volumes and their pages machine numbered. Before bringing a cash book into use, the Head to the

Office or the Officer nominated him under Note 1 should count the number of pages and record a certificate of count on the first page of the cash book.

NOTE3:- If large number of bank drafts/cheques are received by any departmental office, receipt thereof and remittance into bank need not be entered individual itemwise in the cash book. It would be sufficient if the total of the daily entries pertaining to the same classification from the register of valuables (Form TR-750 maintained for the purpose) is carried to the cash book giving cross reference in the latter to the serial numbers thereof in the former.

**78. Deleted.**

***Cheques rendered in payment of Government dues***

**79.** (1) (a) At places where the cash business of the treasury is conducted by the Bank, cheques drawn on local branch of a scheduled bank may be accepted by departmental officers or the treasury or the Bank in payment of Government dues or in settlement of other transactions with the Government. The cheques should be crossed by the drawer before tendering. However, until the cheque is cleared, the Government cannot admit that payment has been received, consequently, the receipt of the cheque alone may be acknowledged when it is tendered. A formal payment receipt, if so desired by the tendered, shall be sent to his address after the cheque has been cleared. The preliminary acknowledgement of the receipt of the cheque will be given in the form below-

“Received cheque number ..... for Rs.  
.....drawn on ..... on account of ..... As per Challan  
No. ....”

NOTE:- The bank reserves to itself the right to refuse to accept cheques, collection of which in its opinion cannot reasonably be undertaken.

(b) In the event of the cheque being dishonoured by the Bank on presentation, the fact shall be reported at once to the tenderer with a demand for payment in

cash and the dishonored cheque should be returned to the tendere on surrendering the preliminary acknowledgement of the receipt of the cheque or any token preciously granted. The Government cannot, however, accept any liability for loss or damage which may possibly occur as a result of delay in intimating that the cheque has been dishonoured.

NOTE:- The challan accompanying the cheque should not be returned to the tenderer when the dishonoured cheque is returned to him but should be retained and destroyed in due course.

(c) When Government dues which are payable by certain fixed dates are paid by cheque, the person desiring to make such payments in this manner without risk must take suitable precautions to ensure that his cheque reaches the treasury or the receiving office at the latest on the working day preceding the date on which the payment is to be made. Cheques received on the last day of payment of Government dues may be refused at the discretion of the officer to whom they are tendered and those received later will to be accept.

(2) The Government may, in relation to any particular class of transactions involving payment of Government dues, issue orders varying or relaxing any of the conditions prescribed n this rule.

**80.** bank drafts shall not be distinguished from cheques for the purpose of these rules and, provided that a cheque tendered in payment of Government dues is accepted under the provisions of Rule 79 and is honored on presentation, payment shall be deemed to have been made-

(i) if the cheque is handed over to the Government's bankers or to a Government officer authorized to receive money on behalf of the Government, on the date on which it is so handed over; or.

- (ii) If it is sent by post in pursuance of an instruction to make payment by post, on the date on which the cover containing, if is put into the post;

Provided that where a cheque is marked as not payable before a certain date; the payment shall not be deemed to have been made until the date on which it becomes payable.

NOTE:- The provisions of Clause (ii) above apply mutatis mutandis to payments made to the Government by Postal Money Order or by any other recognized mode of remitting money by post.

**81.** Deleted.

### ***Grant of receipt to the payer***

- 82.** (1) The head of an Office where money is received on be half of the Government must give the payer a receipt duly signed by him after he has satisfied himself, before signing the receipt and initialing its counter foil, that the amount has been properly entered in the cash book. If the circumstances so justify, he may at his discretion authorize any other officer subordinate to him, whether Gazetted or non-Gazetted to sign such receipts for him

NOTE. – It is not necessary to issue a receipt to a payer in cases where the field staff of the National Savings Organization receive moneys on account of sale of savings boxes.

(2) Where money is realized not in cash but by recovery from a payment made on a bill setting forth full particulars of the deduction, receipt may be granted only if specifically desired by the payer, the fact of the recovery having been made by deduction from the bill being clearly recorded on the receipt.

(3) All receipts must be written in figures and in words in the original and such other copies of challans in Form T.R-6, prescribed in Rule 92, as are required to be given to the tenderer of money, and signed in full over the 'Cash Received/Received Payment' stamp. Other copies of the challan may, however, be initialed against the amount already indicated therein over the 'Cash Received/Received Payment' stamp.

### ***Form and Custody of Receipt Books***

83. Receipt books in machine-numbered Form T.R.-5 may be obtained from the Central Forms Store, Calcutta. This standard form shall be used by all Government officers receiving money on behalf of the Government to suit the convenience of any special form of receipt is prescribed by departmental regulations to suit the convenience of any particular department or office.
84. The receipt books must be kept under lock and key in the personal custody of the officer authorized to sign the receipt on behalf of the Government.
85. Before a receipt book is brought into use, the number of forms contained therein shall be counted and the result recorded in a conspicuous place in the book over the signature of the Government officer in charge of the book. Counterfoils of used receipt books shall be kept in his personal custody.

### ***Issue of duplicates or copies of receipts***

86. No Government officer may issue duplicates or copies of receipts granted for money received on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on specified day a certain sum on a certain account was received from a certain person. This prohibition extends only to the issue of duplicates on

the allegation that the originals have been lost and does not apply to cases authorized by these rules or by these rules or by special orders of the Government in which duplicates have to be prepared and tendered with originals.

### ***Departmental Regulations***

- 87.** Subject as provided in the Rules 76 to 86, the detailed procedure to be adopted in any particular department of the Government with regard to the realization of the Government dues and granting of receipts for the money realized may prescribed by departmental regulations.

### **Procedure for paying money onto the Government Account**

#### ***Payment of money***

- 88. Deleted.**
- 89.** Whenever under the provisions of sub-rule (2) of Rule 7 moneys received on account of the revenues of the Government instead of being paid into treasury or the Bank are utilized to meet departmental payments, the gross receipts and the payments made there from shall be entered as receipts and expenditure in any record that may be kept of the payments into and withdrawals from the Consolidated Fund and accounted for to the Accountant – General. If the receipts are in excess of payment made be, and save where it is otherwise provided in these rules, the officer making such remittance shall note on the memorandum or challan prescribed under Rule 92 the full amount of cash actually received by him and not merely the net receipts.

When a departmental officer remits a cheque to the treasury or the Bank in adjustment of departmental receipts temporarily appropriated for

departmental payments, the particulars of the cheque shall be noted on the challan or remittance note.

**90.** An officer remitting a cheque to the treasury or the Bank for transfer credit in the government Account must endorse the words “Received payment by transfer credit to (a),” on the document . The officer who endorse a cheque in blank shall be held primarily responsible for the loss if, by any chance, such a cheque is paid in cash.

(a) The head of account to which the amount of cheque is creditable should be inserted here.

**91.** Cash may not be received by Treasury Officer from Officers of the Government for supplies of service postage stamps; such supplied being regulated by the procedure laid down in rule 317.

#### ***Memorandum or Challan***

**92.** Subject as otherwise provided in these rules or unless the Government direct otherwise in relation to any particular class of transaction, any person paying money into the treasury or the Bank on Government Account shall present with it a memorandum ( or challan) in Form T.R.-6, showing distinctly the nature of the payment, the person or Government officer on whose account it is made, and all the information necessary for the preparation of the credit and, where necessary for its allocation between the Governments and the departments concerned. As far as possible, separate challan shall be used for moneys creditable to different head of account.

NOTE1:- Where under Rule 557 or under any other special rule or order, revenue collected at outlying stations is permitted to be remitted to treasuries by means of money order, no challan will be required but the amount of the money

order may be adjusted by book transfer on a receipt signed by the Postmaster in accordance with the procedure prescribed in Rule 322.

NOTE2:- Any person paying money into a treasury or the Bank or Government Account to the credit of the Central Public Works Department shall present with it a memorandum or challan in Form TR-6 with the letters 'CPWD' superimposed diagonally in red ink on the challan.

NOTE 3:- In making the rupee deposits to the Government Account in respect of imports financed under Direct Payment Procedure applicable to various foreign loans or credits, Form T.R. -6-A, shall be used invariably in quadruplicate.

- 93.** Except as provided otherwise in these rules, challans shall be presented in duplicate. Save where any other arrangement has been authorized by the Government for the supply of challan form, printed forms of challan which may with advantage be bilingual will be supplied by the Treasury Officer free of charge.

NOTE:- In every case of recovery of overpayment made in cash, a challan shall be presented in triplicate, containing full particulars of the number and date of encashment of the voucher and also the head of account under which the amount was originally drawn, one copy of the challan being forwarded by the treasury to the Accountant-General in support of the credits incorporated in the monthly schedule of receipts of the department concerned.

- 94.** Duplicate challans are not required when remittances are made to the treasury for obtaining Reserve Bank drafts or cash orders or when such remittances are accompanied by remittance or pass books in which the Treasury Officer is required to acknowledge receipt of the remittance.
- 95.** When money is paid by a private person into the treasury located in the same place as the departmental officer concerned with the payments, the challans will, before presentation to the treasury, be signed by the departmental officer to whose account the money is to be credited or affixed with facsimile signature of the departmental officer by an officer



authorized by him to fill in the challan. The departments concerned with the receipt of taxes or other demands of a known or foreseeable nature which have to be paid periodically or at fixed intervals will however, issue challan form to the intending depositor in triplicate duly filled in and signed or affixed with facsimile signature. Notwithstanding this arrangement, the responsibility for prompt payment of Government dues will rest with the party required to make such payment and he should tender the money along with challan into the treasury. The challan should normally be tendered in triplicate, one copy of the challan being forwarded by the treasury to the departmental officer concerned.

NOTE 1:- A special form of challan has been prescribed for the payment of income tax into treasury; the portion which is marked "original" should be sent to the departmental officer.

NOTE 2:- In the case of Bank treasuries, money may be paid direct into the Bank if the supporting challans are signed or affixed with facsimile signature of the concerned departmental officer.

**96.** At places where the cash business of the treasury is conducted by the bank the challan must, except as otherwise provided in Part-IV, be presented to the Treasury Officer who will have it encased with an order to the Bank to receive the money and to grant a receipt.

**97.** Deleted.

***Special procedure applicable to particular departments***

**98.** The procedure to be observed by officers of the Defence, Railway, Posts and Telegraphs, Public Works and Forest Departments in paying into the

treasury or the Bank moneys received by them shall be regulated by the rules laid down in Part-VII.

### **Procedure at treasuries in receiving money and granting receipts**

#### ***Checks to be applied at Treasury***

- 99.** The memorandum or challan with which money is presented shall be handed first to the Accountant (Treasury Clerk) who, if it is in order in all respects, shall initial it. Next the person making the payment shall present it with cash to the Treasurer, who must count and test the money, enter the amount in his cash books and sign the challan which will again be taken to the Accountant for entry in his cash book and for preparation of a formal receipt for his own or the Treasury Officer's signature. Such a receipt only shall be the proper quittance.
- 100.** Except as provided in Rule 103, receipts for sums below Rs. 2,500 do not require the signature of the Treasury Officer and may be signed by the Treasurer and the Accountant. As regards receipts for sums received by transfer in account, which do not require the signature of the Treasurer, the Collector shall, by an office order, designate the person who shall attach the second signature in the case of sums under Rs. 2,500, Receipts for Rs. 2,500 and over must invariably be signed by the Treasury Officer.
- 101.** Deleted.
- 102.** If the challan is in duplicate, triplicate or quadruplicate the challan marked 'Original' shall be returned to the tenderer duly signed as a receipt provided that, where under any authorized rule or procedure the "Original" challan is required to be returned to the departmental authority or to be otherwise dealt with, the treasury receipt may be given on the duplicate or such other copy as may be specially marked for this purpose. In cases in which the challan is accompanied by a remittance book or a pass book,

the treasury receipts may be given on the remittance book or the pass book, as the case may be.

- 103.** Receipts for supplies of service stamps, when such receipts are to be given for cash received from the public or for cheques drawn by an officer of an indenting department, shall be given in Form T.R.-5 . such receipts of respect of service stamps worth below Rs. 2,500 may be signed by the Accountant while those for service stamps worth Rs. 2,500 and above shall be signed by the Treasury Officer.

NOTE 1:- The Defence Department has a special form of requisition for service postage stamps. The treasury Officer should return this form duly signed. No separate receipt need be granted to the Indenting Officer.

NOTE 2:- when the value of stamps is paid by cheque and a separate indent in Form T.R. -35 is sent to the treasury under Rule 317, the indent form should be recorded in the treasury and should not be signed by the Treasury Officer as a receipt.

### **Examination Fees**

- 104.** Fees payable by candidates in India for examination conducted by the Union Public Service Commission should not be received at the treasury but should be remitted to the Secretary, Union Public Service Commission by means of crossed Indian Postal Orders. Such fees in the case of candidates residing outside India may be received by the Missions abroad.

### **Remittances of departmental officers**

- 105.** The procedure to be observed by the Treasury Officer with regard to remittances made by or in respect of the departments mentioned in Rule 98 shall be regulated by the provisions contained in Part-VII.

## **Procedure at Sub-treasury and Bank treasury**

- 106.** The provisions of Rule 99 et seq with regard to the receipt of money at district treasuries apply to sub-treasuries also, but all receipts for sums paid not exceeding Rs. 500 may be signed by the official who maintains accounts at the sub-treasuries and those exceeding this amount by the Sub-treasury Officer.
- 107. Deleted.**
- 108.** The procedure to be followed by treasuries, the cash business of which is conducted by the Bank with regard to moneys tendered for credit into the Government Account, and by the Bank in receiving such moneys and granting receipts for them, shall be regulated by the rules laid down in Part- VI.

## **PART V – WITHDRAWAL FROM THE GOVERNEMENT ACCOUNT**

### **SECTION I – General Rules**

#### **Claims for withdrawals**

##### **Mode of withdrawals**

- 130.** Save as otherwise specially provided in these rules, money may not be withdrawn from the Government Account except by presentation of bills.

The purposes for which and the conditions under which money may be withdrawn by cheques are specified in this and subsequent Parts.

**EXPLANATION.-** A bill is a statement of claims against the Government containing specification of the nature and amount of the claim, either in gross or by items, and includes such a statement presented in the form of a simple receipt.

A bill or a cheque becomes a voucher only when it is receipted and stamped "paid".

### **Presentation of Claims**

**131.** Save as hereinafter provided, bills presented by a departmental officer, personal claims preferred by a Government officer and all cheques tendered at the treasury or at an authorized office of disbursement shall be stamped, where necessary, for all other payments made on bills shall be given at the time of payment.

At places where the cash business of the treasury is conducted by the Bank this rule shall apply subject to the provisions of **Part- VI.**

**132.** Except as expressly provided in these rules, or as the Collector may arrange locally in special cases for particular classes of claims, no bill or cheque may be presented at a sub-treasury without being first submitted to and the payment directed by the Treasury Officer.

Provided that where under the provisions of these rules or under any special order of the collector, a sub-treasury is permitted to cash a certain class of bills or cheques without the orders of Treasury Officer, the payment of such bills or cheques shall not, except under special arrangement and on particular occasions, be made at the district treasury also.

**NOTE.-** Payments which have to be made at sub-treasuries may be arranged by obtaining cash orders or Reserve Bank drafts issued by the district treasury in accordance with the provisions of these rules.

- 133.** When a person not in the Government employment claims payment for work done, service rendered or articles supplied, such claims shall, unless there are express orders of the Government to the contrary, be submitted through the Head of the Department or other responsible Government officer under whose immediate order the service was done or the equivalent was given for which payment is demanded. The officer to whom such a claim is submitted, shall be responsible for completing the necessary formalities and for making the payment with due expedition. The payment may be made by the officer by any recognized mode of payment, that is, in cash, or by cheque where the system of payment by cheque is in vogue at the treasury, or by Bank Draft or Postal Money Order at the request and expense of the payee concerned.

NOTE.- Payments to pensioners are governed by special rules prescribed in section IV of this Part

**134. Deleted.**

**134-A** A. Government officers may make such payments as are authorized to be paid out of permanent advances or imp rests which they are permitted to hold under orders of competent authority, subject to recoupment on presentation of bills.

- 135.** The procedures to be observed by disbursing officers of the Defence, Railways , Posts and Telegraphs, Public Works, Forest and other Central Departments and officials specified in Part-VII in making withdrawals from the Government Account shall be regulated by the provisions of that Part.

***Arrear Claims***

- 136.** <sup>1</sup>[No claims against the Government, other than those by one department against another or by a State Government not preferred within two years of

their becoming due, can be presented without an authority from the Accountant – General, provided that such claims not exceeding Rs. 500 if presented within three years of their becoming due may be paid without pre-audit by the Accountant-General,] Provided further that this rule shall not apply to the following categories of such claims :-

- (a) Claims on account of pensions, the payment of which is regulated by Rule 369;
- (b) Claim on account of pay and allowances of such non-Gazetted Government servants whose names are not required to be shown in the pay bills under Rule 220(s);
- (c) Claims on account of interest on Government securities; and
- (d) Any other class of payments which are governed by special rules or orders of the Government.

**137. Deleted.**

***Preparation and Form of Bills***

**138.** the following instructions with regard to the preparation and form of bills shall be observed:-

- (i) printed forms of bills as prescribed under these rules or other departmental regulation should as far as possible be used. Bills for all debt-head items should be drawn in separate forms printed in red ink on white paper.
- (ii) If, in any case, the use of a bill purely in Hindi or any regional language becomes unavoidable, a brief abstract should be endorsed in English under the signature of the preferring officer stating the amount, the name of the payee and the nature of the payment.

NOTE:- It shall not be necessary to endorse an abstract in English in case of bills prepared in Hindi in the States of Bihar, Gujarat, Haryana, Himachal Pradesh, Madhya Pradesh, Maharashtra, Rajasthan, Uttar Pradesh and Union Territory of Delhi subject to the condition that only international numerals are used therein.

- (iii) All bills must be filled in and signed in ink; entries and signature with ball-point pens are also permissible provided the same are clear and legible. The amount of each bill should, as far as whole rupees are concerned, be written in words as well as in figures. The fraction of a rupee may, however, be written in figures after the word stating the number of rupees, but in the event of there being no fraction of a rupee, the word 'only' must be inserted after the number of whole rupees and care should be taken to leave no space for interpolation as in the following examples 'Rupees twenty-six only', 'Rupees twenty-five and 25 paise'.
- (iv) All corrections and alterations in the total of a bill whether made in words or figures should be attested by the full signature, with date, of the person signing the receipt as many times as such corrections and alterations are made.

Erasures and over writings in any bill are absolutely forbidden and must be avoided; if any correction be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any interpolation deemed necessary should be authenticated by the drawing officer setting his full signature with date against each.

- (v) The full accounts classification must be recorded on each bill by the drawing officer, the classification should also show whether the expenditure is voted or charged and as far as practicable its allocation between departments or Governments, where necessary.
- (vi) Charges against two or more major heads should not be included in one bill, but the Treasury Officer or any other disbursing officer will not take exception to a bill on this ground, unless the items require different action in his office such as entry in different registers.

This does not apply to the allowances of a Government servant drawn with pay, as in such cases, the whole of the allowances, even if belonging



to two or more major heads of accounts, should be drawn on a single bill, if debatable wholly to the Central Government.

- (vii) When bills are presented on account of charges incurred under any special orders, the orders sanctioning the charge should be quoted. Copies of sanctions accompanying a bill must be duly certified by a Gazetted Officer or by a responsible subordinate specially authorized in this behalf by the Head of the Office.

This provision does not authorize a Treasury officer or any other Disbursing Officer to refuse payment of a bill on the ground that the charge has not been sanctioned. The responsibility for incurring unsanctioned charges rests with the drawing officer.

- (viii) Dates of payment sold, when possible, be noted by the payees in their acknowledgements in sub-vouchers, acquaintances rolls, etc. if, for any reason, such as illiteracy or the presentation of receipts in anticipation of payment it is not possible for the dates of payment to be noted by payees, the dates of actual payment should be noted by disbursing officers on the documents under their initial either separately for each payment or by groups as may be found convenient.
- (ix) When the drawing officer requires payment to be made through some other person or agency, he must specifically endorse an order or furnish such authorization as may be necessary to pay to that specified person or agency.

NOTE:- The general position in regard to endorsements on bills is set out in Rule.

- (x) When payment is desired wholly or partly by a Bank Draft, or in cases where payments are made by the treasuries, like the treasuries in New Delhi, by cheques in favour of another payee a formal application for the

draft or cheque should accompany the bill and the manner in which the payment is desired should also be indicated in the drawer's receipt on the bill.

- (xi) When it is desired that either the whole or a part of the amount of a bill should be remitted to a person or persons by Postal Money Order, the bill should be accompanied by a properly prepared Money Order Form or Forms, as the case may be amount of the money order as well the amount of commission due thereon should be shown as deductions in the bill. The purpose of the money order must be briefly stated on the acknowledgement portion of the money order form in continuation of entry "Received the sum specified on the reverse on .....", sufficient space being left below the manuscript entry thus made for the signature or thumb-impression of the payee.
- (xii) The spaces left blank either in the money column or in the columns for particulars of the bill should invariably be covered by oblique lines.
- (xiii) A note to the effect that the amount of the bill is below a specified amount expressed in whole rupees, which is slightly in excess of the total amount of the bill, should invariably be recorded in the body of the bill in red ink.

**139.** Deleted.

**140.** The forms prescribed for the preparation of bills relating to various classes of claims such as pay and allowances of Government servant, contingencies, pensions, etc., and the procedures to be observed in the presentation of such claims are specified in the rules in Section II to V of the Part.

### ***Signature and countersignature on bills***

**141.** Unless the Government have expressly authorized it to the case of any specified office, no payment may be made on a bill or order signed by a

clerk instead of by the Head of an Office, although in the absence of the letter the clerk may be in the habit of signing letter for him. Nor, may any money be paid on a bill or order signed with a stamp. When the signature on the bill is given by a mark or seal or thumb/great toe-impression, it shall be attested by some known person. Signature in Indian characters other than Hindi must always be transliterated.

NOTE1:- Bill affixed with facsimile signature of the authorized officer presented by the Posts and Telegraphs Department for telegram and trunk call charges, by the Municipalities and Corporations for water and electricity charges and by the Air India on account of their dues against Government (for Passage fares, cargo and excess luggage charges) forming sub-vouchers of the contingent bills may be accepted for payment, if otherwise in order. Similarly, the recovery claims and credit notes affixed with facsimile signature of the authorized officer of the Marine, Shipping, Electricity and Forest departments of the Andaman and Nicobar Administration may be accepted, if they are otherwise in order.

NOTE 2:- unsigned bills, prepared on computer, presented by the Indian Airlines on account of its dues against the Government (for passage fares, cargo and excess luggage charges) forming sub-vouchers of the contingent bills may be accepted for payment if otherwise in order. The disbursing officer should, however, maintain a record containing the complete details of journeys, etc., so that the claim when presented can be verified.

**142.** The Head of an Office may authorize any Gazetted Officer serving under him to sign a bill or order for him, communicating the name and specimen signature of the officer to the disbursing office concerned. This will not, however, relieve the Head of the Office in any way of his responsibility for the accuracy of the bill or for the disposal of the money received in payment.

If When the above arrangements are made due to his temporary absence from headquarters on account of leave or tour, he should immediately, on return,

check that the bills passed and cheques issued by the nominated officer during the period of his absence are correct, the payments have been properly accounted for and record a certificate to this effect in the cash book. Similar action may also be taken in case the arrangements are made due to his transfer but in that case, the prescribed verification, etc.. may be made by the successor officer, soon after he takes over new charge.]

- 143. Bills requiring previous countersignature shall not be presented at a disbursing office before such countersignature has been obtained.
- 144. Bills which under any rule or order require to be pre-audited by the Account-General before disbursement shall not be presented to the Treasury Officer except through the Accountant-General.

#### **Duplicate and Copies of Bills, etc.**

- 145. (1) No Government officer may issue duplicates or copies of bills or other documents for the payment of money which has already been paid, on the allegation that the originals have been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum was paid to a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals have been lost and does not apply to cases, if any, in which, by any rule or order, duplicates have to be prepared and tendered with the originals.

(2) In the case of a bill passed by the Drawing Officer/Controlling Officer for presentation at a treasury but lost either before payment or before presentation at the treasury, the Government officer, who drew the original bill, shall ascertain from the treasury that payment has not been made on it before he issues a duplicate thereof. The duplicate copy if issued must bear distinctly on its face the word 'duplicate' written ink. The fact that duplicate bill has been issued shall

be immediately communicated to the Treasury Officer with instructions to refuse payment on the original bill if presented.

NOTE.- For the purposes of this rule, the Treasury Officer on receipt of a request from any Drawing/Controlling Officer shall, after due verification from his records furnish a certificate in the following form:-

“Certified that Bill No....., Dated....., for Rs.....(Rupees.....) reported by .....to have been drawn by.....him on this Treasury in favour of .....has not been paid, and will not be paid if presented hereafter.

(3) When any kind of bill is required to be prepared in duplicate or triplicate, only one copy shall be signed or countersigned in full and the other copy or copies may be only initialed. If the pre-audit by the Accountant-General is required, only the original copy shall be sent to that authority.

### ***Stamps for Receipts***

**146.** Receipts for all sums exceeding <sup>1</sup>[Rs. 5,000] must be stamped under section 3 read with item 53 of Schedule I of the Indian Stamp Act, 1899 (2 of 1899), unless they are exempt from stamp duty.

A list of authorized exemptions relating to receipts is given in Appendix-2 [Not reproduced].

NOTE 1:- The limit of <sup>1</sup>[Rs. 5,000] up to which a receipt is not required to be stamped should be applied to the net amount payable on a bill and not to the gross claim preferred therein.

NOTE 2:- Receipts for payments made outside India should be obtained from the payees and stamped in accordance with the local laws, if any, governing the stamping of such receipts.

### ***Cheques***

- 147.** Save as expressly provided in these rules, no person is authorized to draw on a treasury by means of cheques without special order of the Government and before he has been placed in account with that treasury by the Accountant –general.
- 148.** (1) Subject as hereinafter provided in this rule, cheques shall be drawn on forms in cheque-books supplied by the district treasury to the disbursing officer concerned.

Cheque-books required for use on the Bank shall also be obtained from the treasury and not from the Bank

(2) Drawing officers of the Defence, Railways and Posts and Telegraphs Departments and Ministries/ Departments, the accounts of which have been departmentalized, shall obtain their supplies of cheque books under departmental arrangements.

(3) Officers specially authorized by the Government to write cheques by means of cheque-perforating machines will obtain their supply of cheque forms by requisition from the Deputy Controller of Stamps, Central Stamps Stores, Nasik Road. Such cheque forms will be in continuous lengths and will not be bound in books.

- 149.** The Treasury Officer shall supply a cheque book only on receipt of the printed requisition form which is inserted in the cheque book towards the end and never more than one cheque book on a single requisition. The requisition must be signed by the officer authorized to draw on the treasury.
- 150.** A separate cheque book shall be used for each treasury or sub-treasury except by offices using cheque – perforating machines. Cheques from books obtained from a particular treasury shall not be drawn on other treasuries or sub-treasuries of other districts.
- 151.** The drawing Officer shall notify to the treasury upon which he draws the number of each cheque book which from time to time he brings into use and the number of each cheque book which from time to time he brings into

use and the number of cheques it contains. In the case of sub-treasuries the advice shall ordinarily be sent through the district treasury; but in case of emergency, it may be sent direct to the Sub-Treasury Officer, a copy being forwarded simultaneously to the Treasury Officer.

NOTE:- In cases where cheques are authorized to be written by means of cheque-perforating machines, there will be no separate book number on the cheque forms, nor will any separate series of numbers be assigned to the cheques to be drawn on a particular treasury, but cheques bearing numbers in the same series may be drawn on different treasuries throughout India. The numbers assigned to cheque forms in use during a particular period will be intimated to all Treasury officers in India and the Officer – in – charge of a particular treasury should honour a cheque if it bears one of the numbers included in the series intimated to him periodically by the concerned drawing officer.

- 152.** Cheques books shall on receipt be carefully examined by the drawing officer who should count the numbers of forms contained in each and record a certificate of count on the fly-leaf.
- 153.** Before a cheque book is brought into use, all the cheque forms in it shall be marked by a distinguishing letter. Cheques drawn by a drawing officer on a particular treasury shall be distinguished by a different letter from those drawn by his subordinate officers against his drawing account on that treasury and also from those drawn by himself on any other treasury or sub-treasury.
- 154.** Each cheque book must be kept under lock and key in the personal custody of the drawing officer who, when relieved shall take a receipt for the exact number of cheques made over to the relieving officer.
- 154-A.** In case where withdrawal of funds by cheques is no longer necessary, all the cheque forms of cheque books, which remain partly or wholly unused, shall be cancelled by writing the word 'cancelled' prominently across each cheque form and counterfoil, without signature of the drawing officer and thereafter

returned to the Treasury Officer concerned who shall destroy them by incineration in the presence of the Collector after keeping a note of the fact in the relevant records of the Treasury under proper attestation.

**155.** The loss of a cheque book or a blank cheque form shall be notified promptly to the Treasury Officer with whom the disabusing officer concerned has a drawing account.

**156.** <sup>1</sup>[All cheques shall have written above horizontally with bold letter UNDER RUPEES] to the type, a sum a little in excess of that for which they are drawn; thus “under rupees thirty only” will mean that the cheques for a sum not less than Rs. 20, but less than Rs. 30 and similarly. “under rupees eight hundred only” will mean that it is for less than Rs. 800 but not less than Rs. 700. The amount shall be written in the manner prescribed for bills in Clause (iii) of Rule 138 and no abbreviations such as “eleven hundred” for “one thousand one hundred” is permissible.

NOTE 1:- In drawing or cashing a cheque, it should be remembered that a common form of fraud consists in altering the word “one” into “four” by pre-fixing a “f” , changing the ‘e’, into ‘r’, the figures being easily altered to correspond. The word ‘twenty’ written carelessly has also sometimes been changed into ‘seventy’. The drawer of a cheque in which these words occur should therefore so write them as to make the fraud impossible and the Treasury Officer should examine the worked and corresponding figures with special care.

NOTE 2:- <sup>2</sup>[

NOTE 3:- All cheques should be written and signed in indelible ink only.

<sup>3</sup>NOTE 4:- All Cheques, irrespective of the category, drawn for Ts. 10 lakhs and above shall bear two signatures. The Head of the Accounting organization shall nominate another Gazetted officer/ senior most non-gazetted officer, as second signatory for the purpose.

**157.** (1) Cheques drawn in favour of Government officers or departments for payments on account of inter-Departmental or inter- Governmental dues



shall be crossed and the words” for credit to Government Account – foot payable in Cash” written between the lines.

(2) Cheques payable to officers of the Government to enable them to make disbursement of pay and allowances of staff, contingent expenditure, etc., on behalf of the Government shall be issued in favour of the Government official concerned by designation, the word ‘only’ being added after the designation of the payee officer on the cheque. Such cheques shall not be crossed but shall bear the superscription “Not Transferable”.

(3) (a) Subject to the provisions of sub-clause (b), all cheques in payment of personal claims of Government servants and pensioners shall invariably be to the ‘order’ of the payee.

(b) Cheques, coming within the purview of sub-clause (a), if drawn on the Bank, shall be crossed with the superscription “A/c payee only” wherever the amount exceeds Rs. 1,000. Such cheques for amounts not exceeding Rs. 1,000 shall also normally be crossed unless the payee specifically asks for ‘open’ cheque in which case it need not be crossed.

(4) In all other cases, cheques, if drawn on the Bank, shall invariably be crossed with the superscription ‘A/c payee only’ added between the lines of crossing. Where the payee is believed to have a banking account, further precaution shall be adopted, where possible by crossing the cheque specially (instead of by the general crossing ‘.....& Co.’) by quoting the name of the Bank through which the payee will receive payment and by adding the word ‘A/c Payee only – Not Negotiable’. Such cheques for amount not exceeding Rs. 1,000 may, however, be issued as ‘open’ cheques if so desired by the payee but only as ‘order’ cheques.

NOTE 1:- Cheques drawn on a treasury should invariably be to the order of the payee and should not be crossed. In cases in which any such cheque has been crossed inadvertently, such crossing will have no significance in making payment.

NOTE 2:- The procedure prescribed in this rule applies *mutatis mutandis* to Indian Postal Orders used for remittance of money on Government account.

- 158.** Ordinarily a cheque payable to order shall not be cashed by the Treasury Officer unless it is receipted by the payee himself or other person in whose favour it is regularly endorsed for payment. In special cases when the Head of an Office is unable himself to receipt cheques payable to his order, owing to his being absent on tour or for other causes, and when he considers that strict compliance with the rule will cause inconvenience, he may specially authorize in writing a subordinate Gazette officer to endorse for him cheques drawn in his favour by his official designation.

NOTE 1:- Endorsements by duly constituted and authorized attorneys of cheques payable to the order of their principals may be acted upon by the Treasury Officer. It is, however, necessary that such powers of attorney should be followed

NOTE 2:- In cases in which a cheque is presented not for cash payment but for transfer credit in the Treasury accounts, the procedure prescribed in Rule 90 should be followed.

- 159.** Deleted

- 160.** As a general rule, cheques shall not be issued for sums less than Rs. 10 unless that is permissible under the provisions of any law or rule having the force of law; but the following <sup>1</sup>[cases are exceptions to this rule]:-

- (i) Cheques of the Defence Department drawn for payment elsewhere than at that station where the drawing officer himself is located, may be drawn for a sum not less than one rupee.
- (ii) Cheques for sums of one rupee and upwards for payment of stores bills at head quarters and elsewhere may be drawn by officers specially authorized by the Government.
- (iii) The Customs Collectorate is authorized to issue cheques in favour of the Post Office for sums less than Rs. 10 for remittance by Money

Order of refunds arising out of reassessment of customs duty on Postal parcels.

- (iv) The Income Tax Department is authorized to issue cheques in favour of the Post Office for sum less than Rs. 10 for remittance by Money Order of refunds of income tax and surcharge.
- (v) The Central Excise Collectorate is authorized to issue cheque for sums less than Rs. 10 for making refund of the Union Excise Duty.

NOTE:- In the case of the Postal Section of the Posts and Telegraph Department, the lowest sum for which a cheque may e issued is Rs. 100.

- 161.** All corrections and alterations in a cheque shall be attested by the drawing officer by his full signature.
- 162.** Cheques shall be payable at any time within three months after the month of issue; thus a cheque bearing any date in January is payable at any time up to 30 April.

If the currency of a cheque should expire owing to its not being presented at the treasury within the period specified above, it may be received back by the drawer who should then destroy it and issue a new cheque in lieu of it. In the event of the non – return of the time – barred cheque to the drawer, the drawer should, on the expiry of the prescribed period of three months after the month of issue of the cheque require the payee either to return the cheque or explain the causes for its non-return. If, as a result of this enquiry, the cheque is reported as lost, the Treasury Officer drawn on should be required to furnish a non-payment certificate with reference to Rule 165 (1)

NOTE:- The provisions of this rule do not apply to cheques drawn on local bank by the Indian Missions and Posts abroad. The period of currency of cheques in these cases will be determined according to local regulations of the country concerned.

- 163.** A Government officer authorized to draw cheques on sub-treasury shall give notice to the Treasury officer from time to time of the probable amount of his drawings on each sub-treasury in order that funds may be provided as far as possible.
- 164.** When it is necessary to cancel a cheque, the concealment must be recorded on the counterfoil and the cheque, if in the drawer's possession shall be destroyed. If the cheque is not in the drawer's possession, he must promptly address the Treasury Officer to stop payment of the cheque and on ascertaining that the payment has been stopped, shall make the necessary entry in his accounts. A cheque remaining unpaid for any cause for twelve months after the month of its issue should be cancelled in the above manner and its amount written back in the accounts

NOTE:- Fanfold cheques used in the Defence Accounts Department and cheque forms in continuous lengths permitted to be used by certain officers under the provisions of Rule 148 (3) have no counterfoil. The cancellation of such cheques should therefore be recorded by the drawing officer on the copy of the Schedule of Cheques Issued and the Register of Daily Payments, as the case may be.

- 165.** (1) If a drawing officer be informed that a cheque drawn by him has been lost, he shall address the Treasury Officer drawn on, forwarding for signature a certificate in the following form:-

“Certified that Cheque No. ...., dated ....., for Rs. .... reported by (the drawing officer) to have been drawn by him on this treasury in favour of ..... Has not been paid and will not be paid if presented hereafter.”

(2) If, after search through the lists of cheques paid, the Treasury Officer finds that the cheque has not been cashed, he will sign and return the certificate taking care to note the stoppage for the cheque; a board showing the particulars of stopped cheques being hung up before the Clerk concerned. If the original

cheque be presented afterwards, the Treasury Officer shall refuse payment and return the cheque to the person presenting it after writing across it "Payment stopped".

NOTE:- If the currency of a cheque expires on a Saturday, the Treasury Officer, shall also verify the list of cheques paid for the subsequent working day of the Bank before the issue of non payment certificate wherever necessary.

(3) The drawing officer, on receipt of the certificate duly signed by the Treasury officer, shall enter in his account the original cheque as cancelled and may issue another.

**165-A.** (1) If the Pay and Accounts Officer of a Departmentalized Accounts office is approached with the request that a fresh cheque, in lieu of the one issued by him earlier but since lost, may be issued, the Pay and Accounts Officer shall proceed with such a request in the manner stated below-

(i) The pay and Accounts officers should send an intimation by registered post A.D. to the bank drawn on regarding the alleged loss of the cheque and advise it to stop payment if the cheque alleged to have been lost is presented for payment thereafter. If the currency of such a cheque has not expired in terms of Rule 162 ibid at the time of sending such an intimation, the Bank shall acknowledge in writing in the following form, that it has kept a note of the stop payment Order. In case, however, the currency of the cheque alleged to have been lost has expired when the intimation regarding loss of cheque is sent to Bank, no acknowledgement of the Stop payment Order may be insisted from the Bank. The Postal acknowledgement may be treated as sufficient fro the record of the Pay and Accounts Office.

" We acknowledgement receipt of your Letter No. ...., dated ....., and advice having noted to stop payment of Cheque No. .... dated. ...., for Rs. .... Rupees. .... Reported by the drawing offier to have

been drawn by hm on this Bank in favour of ..... Will not be paid if presented thereafter.

- (ii) The Pay and Accounts officer should satisfy himself with reference to the records maintained in his office, viz., the payment error scrolls received from the paying Bank and register of cheques delivered, etc., that the payment of the cheque in question has not been made. He should also keep a suitable note on the counterfoil of the lost cheque against the relevant entries in the register of cheques delivered and paid voucher(s) regarding the issued of a fresh cheque in lieu of the lost one.
- (iii) The party requesting for the issuance of a fresh cheque in lieu of the lost one should execute and indemnity bond in the form enclosed as annexure in this rule. However, in the case of a Government Department or a Bank, the execution of such an indemnity bond is not necessary but a fresh cheque in these cases, he issued only on receipt of a certificate that the cheque alleged to have been lost was received by them or having received the same, it was lost and further that it will be returned to the Pay and Accounts office if found afterwards.
- (iv) On completion of the requirement I Clauses (i) to (iii) above the Pay and Accounts Office may issue a fresh cheque in lieu of lost one under intimation to the drawee office.

NOTE:- If the currency of the lost cheque expires on Saturday, the Pay and Accounts Officer shall also verify the scroll of cheques paid for the subsequent working day of the bank before issuing non-payment certificate mentioned in Clause (iii) above.

(2) When a Drawing and Disbursing Officer vested with cheque drawing power reports to the paying branch of his Bank about a cheque having been lost ,



cheque will also be removed from the payment scroll and kept in the personal custody of the Pay and Accounts Officer till then. In case the fact of such payment is noticed by the DDO, he will report the matter immediately to the paying branch and inform the Pay and Accounts Officer accordingly by a telegram for further action.

This Deed of Indemnity made on the .....day of .....  
BETWEEN ..... son of ..... resident of .....or  
(1) ..... son of ..... resident of .....(2)  
..... son of ..... resident of ....., etc., carrying on  
business in co-partnership under the name and style of .....  
at.....or ..... a company registered under the Indian Companies Act,  
1913/ Companies At, 1956,which expression shall unless excluded by or  
repugnant to the context be deemed to include his heirs, executors,  
administrators, legal representatives, successor s and permitted against of the  
one part) and the President of India (hereinafter called ' the Government' which  
expression shall unless excluded by or repugnant to the context be deemed to  
include his successors or assigns) of the OTHER PART.

WHEREAS on the ..... day of .....Cheque No  
.....Date.....on .....(name of the Bank)  
Rs.....was drawn by .....in favour of the Indemnifier.

AND WHEREAS the Indemnifier has represented to the Government that  
the said cheque has been lost by him/during transmission by post to him.

AND WHEREAS at the request of the Indemnifier the Government has  
agreed to issue a second cheque for Rs.....being the amount of the  
said previous Cheque No.....,date.....,upon the Indemnifier  
giving such indemnity as hereinafter contained.



NOW IT IS HEREBY AGREED by and between the parties hereto as follows :-

(1) In consideration of the said premises and of the agreement on the part of the Government in issuing in favour of the Indemnifier a second Cheque No.....,dated,....., the indemnifier doth hereby agree and undertake to refund to the Government of demand and without demur the said sum of Rs. ....

In the event of the said previous Cdheque No....., dated ....., being present to an paid by the bankers and to indemnify the Government and keep the Government harmless and indemnified from and against all expenses which may be incurred by the Government in relation thereto or in connection therewith.

(2) The Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the parties thereto have set and subscribed their respective hands hereunto on the day and year first above written.

Signed by the said Indemnifier in the presence of:

(1).....

(2).....

Signed for and on behalf of the President of India by Shri..

.....

(name and designation) in the presence of:

(1).....

(2).....

**166.** If a cheque is issued by the Government in payment of any sum due by the Government and that cheque is honoured on presentation to the Government's bankers, payment shall be deemed to be made—

- (i) If the cheque is handed over to the payee or his authorized messenger, on the date it is so handed over, or
- (ii) If it is posted to the payee in pursuance of a request for payment by post, on the date on which the cover containing it is put into the post.

NOTE 1.—The provisions of Clause (ii) above apply mutatis mutandis to payments made by the Government by postal Money Order or by any other recognized mode of remitting money by post.

NOTE 2.—Cheque marked as payable on or after a specified date should not be charged to the accounts until the date on which they become payable. All such cheques should bear the superscription “ payable on or after..... “ (specific date of payment to be indicated in the blank space). The superscription should invariably be affixed with a rubber stamp in bold letters just below the date issue of the cheque. The contemplated due date of payment should preferably be written in red ink.

**167.** The provisions of Rules 147, 150 to 157 and 160 to 162 as also of Rules 164 and 165 apply to cheque drawn on the Bank.

***Endorsement on cheques, bills etc.***

**171.** All cheques, bills, etc., preferable at a treasury for payment, being non-negotiable instruments, can be endorsed only once in favour of the specific party to whom the money is to be paid:

Provided that—

- (1) When the endorsement is made on a cheque or a bill in favour of a banker, a second endorsement can be made by the banker in favour of a messenger or an agent for collection only;
- (2) in the case of a contingent bill which has been endorsed in favour of a firm of suppliers, etc., under sub-rule (1) of Rule 303, the firm, etc., can re-endorse to its bankers or to a messenger for collection only, and the banker can in turn endorse it to a messenger or an agent for collection only; thus in all three endorsements are permissible in such cases provided that of the three, one is to the payee's banker and one is to a messenger or agent for collection only; and
- (3) an agent may, notwithstanding anything contained in Clauses (1) and (2), endorse it in favour of his messenger for the purpose of collecting the cheque or bill.

EXPLANATION.— In this rule, a 'banker' includes a Post Office savings Bank and an 'agent' means any Bank, including Post office Savings Bank, acting as a collecting agency for and on behalf of the payee's banker.

NOTE.— Cheques drawn directly on the Bank without the intervention of the Treasury Officer are negotiable instruments and are not subject to the provisions of this rule.

### ***Specimen Signature and other safeguards***

**172.** Every Government officer who is authorized to draw cheques or sign or countersign bills payable at a treasury shall send a specimen of his signature to the Treasury Officer through some superior or other officer whose specimen signature is already with the treasury. When such an officer makes over charge of his office to another, he shall likewise, send a specimen of the signature of the relieving officer to the Treasury Officer concerned.

Specimen signatures when forwarded on a sheet of paper, other than the forwarding letter itself, must be dully attested by the officer signing the forwarding letter.

The procedure prescribed in this rule shall be observed *mutatis mutandis* by all Government officers who are authorized to draw upon the Bank or any other office of disbursement.

NOTE.— The Mint Masters are exempted from circulating the specimen signature of their officers issuing Mint out-turn Certificates payable at the treasuries or the Bank.

**173.** The Accountant-General will supply all Treasury Officers and other disbursing officers within his audit circle as also other Accountants-General to whom he may issue authority for payment direct, with an attested copy of the specimen signature of all Gazatted Officers serving under him who are authorized to draw cheques or sign payment orders on bills or to issue letters of authority for payment to be made by such Treasury Officers, Disbursing Officers and Accountant-General. Attested copies of specimen signature of such Gazatted Officers serving under him as are authorized to

draw cheque or sign payment orders upon the Bank will also be supplied by the Accountant-General to the Bank.

When any change of office occurs among the Gazetted Officers afore-said the fact will be intimated and attested copies of specimen signature of the relieving officers supplied to the Treasury Officers, Disbursing Officers and the Accountant-General concerned as well as to the Bank.

NOTE.—The provisions of this rule are not applicable to cases in which an authorization of payment is issued by a Defence Accounts Officer upon other Accountants-General and vice versa.

**174.** All orders and authorities for payment issued from one Accountant-General's office on another will be stamped with a special seal, which will remain in the personal custody of the officer signing them, and specimen impression of the seal duly attested will be supplied to all Accountant-General concerned.

NOTE.— The provisions of this rule are not applicable to payment orders issued by or upon Defence Accounts Officers.

## **Payment of Claims at the Treasury**

### ***Introductory***

**175.** The procedures prescribed in Rules 176 to 204 are designed primarily for the guidance of Treasury Officers in dealing with claims upon the Government that may be presented to them for disbursement. Special rules applicable to treasuries the cash business of which is conducted by the Bank are laid down in Part-VI.

**176.** Unless there by anything repugnant in the subject or context and subject to such variation or modification as may be authorized by departmental regulations, these rules shall be forward generally by officers in charge of Military treasure chests, post Officers and other offices of disbursement

mentioned in Rule 6 in dealing with claims against the Government that may be presented to them for disbursement.

***Check to be applied at treasury***

- 177.** The bill, cheque or other document presented as a claim for money shall be received and examined by the Accountant and then laid before the Treasury Officer who, if the claim is admissible, the authority good, the signature and countersignature, where necessary, genuine and in order and the receipt a legal quittance, will sign the order for payment at the foot of the bill, taking care to adopt the precautions prescribed in Clause (iii) of Rule 138. Careful attention must also be given to the instructions contained in these rules regarding the completion of bills, cheque, etc., presented in support of claims against the Government.
- 178.** (1) All corrections and alteration in orders of payment must be attested by the dated initials of the Treasury Officer.
- (2) Corrections and alterations in orders of payment given by the Treasury Officer on the Bank must be attested by his full signature.
- 179.** Special care shall be taken that all bills, cheques, etc., passed for payment at the treasury are paid on the same day and that no payment is made except under the written pay order of the Treasury Officer.
- 180.** (1) When a bill is presented by a person who is not the Drawing Officer himself or his duly authorized agent (banker), he shall be required to produce a letter in Form T.R.-72 authorizing him to receive the payment. The signature of the messenger or his thumb-impression, if illiterate, shall be taken on the bill as a proof that the messenger actually received the money on behalf of the Drawing Officer.
- (2) In cases in which the endorsement on a bill is unauthorised, incomplete or otherwise irregular, the Treasury Officer shall refuse payment

of the bill the return it to the person who presents it with a memorandum explaining why payment is refused.

**181.** Special precautions must be taken by the Treasury Officer as regards all bills and documents showing signs of alteration and if such documents be frequently received from any office, the attention of the Head of the Office shall be formally drawn to the irregularity.

No document bearing an erasure can be accepted and payment on such document shall be refused by the Treasury Officer and a fresh document called for.

**182.** With regard to claims presented either on bills or on cheques, the signature of drawing officer shall be compared carefully with his specimen signature received under Rule 172 before payment is ordered. In the case of payment to be made on the authority of an order purporting to have been issued from the office of an Accountant-General, the Treasury Officer shall verify the signature on the order by comparison with the specimen signature of the signing officer received under Rule 173.

NOTE. — Specimen signatures received by the Treasury Officer should be carefully pasted in guard files which must be kept in the personal custody of the Treasury Officer.

**183.** Treasury Officer shall check the arithmetical computations on bills.

NOTE. — When bills presented for payment contain obvious arithmetical mistakes or trifling mistakes which can easily be corrected, the Treasury Officer should not return such bills but should correct them and pay the corrected amount of the bill. Similarly where bills contain doubtful items which can easily and pay the remainder of the bill. In all cases, the corrections made and the reasons therefore should be intimated to the presenter of the bill and, if necessary, to the Accountant-General (or the Treasury Officer in the case of payments made at a sub-treasury).

**184.** *Deleted.*

**185. Deleted.**

**186.** A treasury officer shall not undertake correspondence for Government servant or a private individual making a claim to any special allowance or concession by request the person concerned in address the Accountant-General either direct or through his own official superior, as the case may be.

***Payments to persons not in Government employment.***

**187.** (1) When a person not in government employ claims payment for work done, services rendered or articles supplied, the Treasury Officer shall, subject as provided in Rule 133, require the submission of the claim by the Head of the Department or other responsible Government officer concerned.

(2) Failing the above, in cases where it may be necessary to pay the amount of a bill drawn by a person not in the Government service and also when the authority of the Head of the Department or responsible official is insufficient, an order from the Accountant-General must be sought by furnishing that officer with any necessary particulars for obtaining the sanction of the Government should such be needed.

(3) In any event, if a bill drawn by a person not in Government employment, the Treasury Officer shall take special precautions for satisfying himself of the identity of the applicant for payment

(4) In all doubtful cases the Treasury Officer shall take the orders of the Collector who is expected to assume the responsibility of his position and exercise a proper amount of care and discretion in this matter. When this necessity occurs the Collector shall immediately report the fact to the Accountant-General.

NOTE.- Payments due to contractors may, if so desired by them, be made to their Banks instead of direct to contractors provided that the department



concerned obtains (1) an authorization from the contractors in the form of a legally valid document such as a power of attorney or transfer deed, conferring authority on the Bank to receive payment, and (2) the contractor's own acceptance of the correctness of the amount made out as being due to him by the Government, or his signature on the bill or other claim preferred against the Government before settlement of the account or claim by payment to the said Bank. While the receipt given by a Bank will constitute a full and sufficient discharge for the payment contractors should, wherever possible, be induced to present their bills duly receipted and discharged through their bankers.

Nothing herein contained should operate to create in favour of the Bank any right or equity vis-à-vis the Government.

**188.** The Treasury Officer shall furnish to the Commissioner of Income Tax concerned quarterly statements of individual payments of Rs. 250 and above made by him to non-officials either on behalf of the Government or any local authority on account of fees, commission, bonus and remuneration of any kin, indicating the names and addresses of the payees together with the amounts paid. The monetary limit in case of payments to contractors etc., shall however be Rs. 1,000 for each payment.

### ***Cheques and Letters of Credit***

- 189.** Stocks of cheque books required for supply to the drawing officers under Rule 148 shall be kept by the Treasury Officer, supplies being obtained periodically from the Accountant-General. Cheque books shall on receipt be examined carefully and the number of forms in each book counted, a certificate of count being recorded by the Treasury Officer on a fly-leaf. They shall be examined again when issued to drawing officers, care being taken to see that they are acknowledged by the latter promptly.
- 190.** When a cheque is presented, special care shall be taken to ascertain by examination of its printed number that it really was taken from the book

notified under Rule 151 an in use by the drawing officer who has signed it. The provisions of Rule 156 to 162 shall be specially borne in mind.

- 191.** If the payee is unknown at the treasury, the Treasury Officer shall make such enquiries as he thinks necessary and shall specially consider the date, serial number and amount of the cheque as well as hand-writing, and if suspicions arise, he may defer payment until he has referred the matter to the drawing officer.
- 192.** Pass Book sent to the treasury to be written up shall ordinarily be returned to the drawing officer on the same day.

NOTE. – At places where Pass Books maintained by drawing officers are required to be completed by the band and the number of entries to be made is large, the Bank may furnish pen carbon copies of the payment scrolls containing full details of the paid cheques duly attested by an authorized official,. In such cases, the number of the first cheque paid may be written in full in the scroll and thereafter only the last three digits of the numbers of the subsequent cheques in the same series may be recorded. In cases where pen carbon copies of the payment scrolls are furnished, the daily total of the cheques paid may only be indicated in the relative Pass Books which should be written up once a month.

- 193.** In the case of a cheque lost before payment, in respect of which a certificate of non-payment has been furnished by the Treasury Officer to the drawing officer, the pre cautions prescribed in sub-rule (2) of Rule 165 shall be carefully observed with a view to preventing the payment of the cheque in question.
- 194.** (1) Every payment made on the authority of any letter of credit or assignment must without fail be noted at the time of payment under the Treasury Officer's initials either in the appropriate register of payments or on the reverse of the letter of credit or assignment itself.
- (2) The Treasury Officer must bear in mind that the letter of credit or assignment shows the maximum amount he has authority to pay or the departmental officer credited has authority to ask for and that any further

payment is made at the Treasury Officer's own risk, the progressive total of his payment must, therefore, be so recorded that there can be no risk of overpayment

NOTE.- The instructions in this rule do not apply to letters of credit opened at Bank treasuries.

### ***Payment by Postal Money Order***

**197.** In cases in which money due by the government is paid by Postal Money Order, the cost of remittance shall, in the absence of any special rule or order to the contrary, be borne by the payee.

**198.** (1) when the whole or a part of the amount of a bill is required to be remitted by a Treasury officer to a person or persons by Postal Money Order, he shall, if the bill is I order, pass it for the net amount after deduction of the amount to be remitted and the commission due therein, credit the deductions by transfer to the Post Officer and sent the money Order Form or Forms to the Post Office, with a certificate to the effect that the amount of the Money Order with the commission due, which must be specified in the certificate, has been credited to the post Office by book transfer. The words 'adjusted by book transfer' shall invariably be written in red ink across the Money Order Form. The Treasury officer shall also see that the purpose of the Money order is stated in the acknowledgement portion of the Money Order form as required by Clause (xi) of Rule 138.

(2) On obtaining the Money Order Receipt the Treasury officer shall check it with the amount deducted from the bill.

### **Responsibility for Moneys Withdrawn.**

#### ***Vouchers for Payment***

**205.** Subject as hereinafter provided in this rule, a Government officer entrusted with the payment money shall obtain for every payment he makes, including

repayment of sum previously lodged with the Government, a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the accounts. Every voucher must bear or have attached to it, an acknowledgement of the payment signed by the person by whom or in whose behalf the claim is put forward. The acknowledgement shall be taken at the time of payment.

NOTE 1:- As adjustment bills for 'Nil' amount involves no payment, it is not necessary to insist upon any acknowledgement of payment in respect of such bills.

NOTE 2:- A single receipt, stamped where necessary, given by a payee in acknowledgement of several payments or a lump sum payment, either in cash or by cheque, made to him on one occasion, shall constitute a valid quittance and the disbursing officer, in such cases, should give cross reference on all vouchers to which the receipt relates.

**206.** In all cases in which it is not possible or expedient to support a payment by a voucher or by the payee's receipt, a certificate of payment duly signed by the disbursing officer and countersigned by his superior invariably be placed on record and submitted to the Accountant-General where necessary. Full particulars of the claims should invariably be set forth; and where necessitates the use of a regular bill form, the certificate itself may be recorded thereon.

NOTE 1:- In the case of articles received by Value payable post, the value payable cover together with the invoice or bill showing the details of the items paid for, may be accepted as a voucher. The disbursing officer should endorse a note on the cover to the effect that the payment was made through the post office and this also covers charges for the money order commission.

NOTE 2:- A certified copy, marked 'duplicate', of a receipted voucher may be retained by the disbursing officer, should this be necessary to complete the record

of his officer, but payee should not be required to sign such a copy or give a duplicate acknowledgement of the payment.

**207.** The provisions of Rules 138 and 146 regarding the preparation of bills and giving of stamped receipts shall be carefully observed in regarding claims presented at a departmental office of disbursement.

NOTE:- Cash memoranda which do not contain an acknowledgement of the receipt of money from persons named therein are not receipts within the meaning of Section 2 (23) of the Indian Stamp Act 1899 (2 of 1899). Further, the mere writing of the purchaser's name and address on a cash memorandum for delivery purpose does not transform it into an acknowledgement to purchaser that the money has been paid. Cash memoranda will not, therefore, be regarded as sub-vouchers in audit unless they contain an acknowledgement of the receipt of money from the person named therein (with stamps affixed when the amount exceeds <sup>1</sup>[Rs. 5,000], or, in cases where this is not practicable, they are stamped 'paid' and initialed by the Drawing and Disbursing Officer.

The cash memoranda submitted in support of the claims for reimbursement of the cost of special medicines purchased from the market under the Medical Attendance Rules need not, however, be stamped or bear the supplier's acknowledgment.

**208.** Every voucher must bear a pay order signed or initialed by the responsible disbursing officer, specifying the amount payable both in words and figures. All pay orders must be signed by hand and in ink.

**209.** All paid vouchers must be stamped 'paid' or so cancelled that they cannot be used a second time. Stamps affixed to vouchers must be also cancelled so that they may not be used again.

**210.** Vouchers and accounts which are not required to be submitted to the Accountant-General shall be filed and retained carefully in the officer

concerned's important document till they are destroyed under the orders of competent authority.

- 211.** All sub-vouchers to bills must be cancelled in such a manner that they cannot be subsequently used for presenting fraudulent claims or other fraudulent purposes.

The provisions of Rule 297, with regard to cancellation and destruction of sub-vouchers relating to contingent expenditure shall apply generally to sub-vouchers in respect of other classes of payments, unless they are governed by special departmental regulations or orders of the Government to the contrary.

### ***Audit Objections and Recoveries***

- 213.** Every Government servant must attend promptly to all objections and orders communicated to him by the Accountant-General.

- 214.** Where an Accountant – General disallows a payment as unauthorized, the disbursing officer is bound not only to recover the amount disallowed without listening to any objection or protest but to refuse to pay it in future till the Accountant-General authorizes the payment to be resumed; that no warning slip has been received by the Government servant against whom the retrenchment has been ordered or, that, being received, it has been answered, are facts with which the Disbursing Officer shall have no concern.

NOTE1:- If a Government servant from whom a recovery is ordered is transferred to the jurisdiction of another Disbursing Officer, the order of recovery should be passed on to that Disbursing Officer without delay.

NOTE2:- A Disbursing Officer must not, when a retrenchment is ordered, enter into any correspondence with either the Accountant-General or the Government servant concerned. It is his duty simply and promptly to carry out the orders he has received and to leave to person aggrieved to refer the case to the proper authority.

NOTE 3:- Representations and pretexts against retrenchments ordered by the Accountant-general may not ordinarily be considered by the Administrative Authorities if submitted later than three months from /after the date of receipt of the intimation to the aggrieved Government servant. This provision does not remove from the disbursing officer the duty of enforcing immediately the recovery of a retrenchment ordered under this rule.

NOTE 4:- While a Government servant is under suspension and is in receipt of subsistence grant, the retrenchment order in respect of any overpayment caused to him in the past shall be issued by the Accountant General in consultation with the authority competent to place the Government servant under suspension. The aforesaid Administrative Authority will exercise discretion whether recovery could be held wholly in abeyance or it should be effected at full or reduced rates depending on the circumstances of each such case.

- 215.** Recoveries may not ordinarily be made at a rate exceeding one third of pay unless the Government servant affected has (a) in receiving or drawing the excess acted contrary to orders or without due justification, or (b) taken an advance for a specific purpose, not utilized it for the purpose (for which the advance was sanctioned) within the prescribed period, and failed to refund the outstanding amount within the stipulated date.
- 216.** A register shall be maintained at the treasury and every other disbursing office for recording all retrenchments ordered by the Accountant-General. Separate columns shall be provided to show the name and office of the person from whom the recovery is to be effected, the nature and amount of the overpayment and the method by which the overpayment has been adjusted.

## **PART –V SECTION II**

### **Personal Claims of Government Servants- General Rules**

NOTE:- the provisions contained in the rules in this Section apply generally to personal claims of Government servants, both Gazetted and non-Gazetted whose pay, allowances, etc., are payable on bills drawn on a treasury. In their application to personal claims payable at a departmental office of disbursement, these rules are subject to such variation or modifications as may be authorized by departmental regulations.

#### ***Due Date***

**217.** (1) Subject to such special orders as may be issued by the Government from time to time in relation to specified Departments and/or places, bills for monthly pay and fixed allowances of Government servants may be signed at any time not earlier than 5 days before the last working day of the month by the labour of which such pay and allowances are earned and shall be due for payment on the last working day of the month to which they relate. However, the pay and allowances for the month of March shall be paid on the first working day of April.

(2) The Government may, in special cases, relax any of the conditions specified in this rule.

EXPLANATION 1:- For the purpose of this rule, 'working day' shall be deemed to be a day on which the office in which the disbursement is to be made and the Treasury/Bank are both open for transacting their respective ordinary business so that withdrawal of moneys and disbursement thereof become practicable on the same day.

EXPLANATION 2:- In the case of an industrial establishment where payments are staggered and made on days specifically fixed for the purpose the pay due on any of the specified days may be disbursed on the



preceding working day if the specified day on which pay is due is a public holiday.

<sup>1</sup>[EXPLANATION 3:- <sup>2</sup>(In the case of industrial establishments) where disbursements, of salaries to the officers and staff, are not staggered but made on a single day, the amount required for such disbursement may be drawn on the day preceding the day on which the disbursement is to be made if the latter day happens to be a half working day subject to suitable overnight security arrangements being made for the safe custody of the amounts drawn.]

NOTE 1:- In the following cases, monthly bills for pay and allowances may be signed and presented earlier than 5 days before the last working day of the month:-

(a) Deleted.

(b) The monthly salary bills to be presented at the offices of the departmental Pay and Accounts officers may be signed well in time to ensure that they reach the Pay and Accounts Office by the 20<sup>th</sup> of the month to which the bill relate;

(c) Deleted.

(d) The monthly bills for pay and allowances of all Government servants posted at localities remote from the station of the concerned Drawing and Disbursing Officer, to whom remittances of the monthly salary, even by the quickest possible means, cannot reach within a reasonable time, say , the first seven working days of the next month, and as such bills in respect of Government servants who are on tour and payment is required to be made to them at the station where they are on tour, may be presented at treasuries not earlier than the 15<sup>th</sup> of the month to which the pay and allowance relate and may also be encashed before the end of the month to enable the Drawing and Disbursing Officer to arrange for the remittance so as to reach the claimants within the first 7 working days of the next month.

NOTE2:- Deleted.

NOTE3:- In the case of the Indian Missions abroad the pay and allowances of the locally recruited staff may be disbursed in accordance with the local laws and customs.

**218.** In the following cases separated bills may be presented for pay and allowances or leave salary due for part of a month and such bills may be paid before the end of the month:-

(a) When a Government servant proceeds on transfer, deputation leave and / or vacation-

(i) To or from a place outside India from or to a place in India, or

(ii) From any place outside India to another place outside India.

NOTE:- If a government servant is permitted to draw his leave salary in India, he will not be paid up to the date of his relief but will be allowed to draw his pay and allowances for the broken period of the month along with the leave salary for the rest of the month.

(b) When a Government servant is transferred to another account circle or within the same account circle (i) to or from the Public Works or Forest department, or (ii) from one Public Works Divisions to another.

(c) When a Government servant finally quits the service of the Government or is transferred to Foreign Service.

(d) When a government proceeding on leave from a post in a country outside India, draws in that country leave salary up to the date prior to tat on which he leaves that country.

(e) When, on occasions of local importance and following local practice, Heads of Indian embassies, High Commissions or other Missions abroad, authorize payment of salary and allowances of the locally recruited employees for the period not beyond the date preceding the day of payment.

219. Deleted.

### **Form and Preparation of Bills**

**220.** (1) Bills for pay, fixed allowances (including permanent traveling allowance, conveyance allowance) and leave salary shall be prepared in Form TR-22. Bills for traveling allowance, other than permanent or fixed allowances, shall be presented in Form TR-25

EXCEPTION:- Pay and fixed allowances of President, Vice President Ministers and Officers appointed under the seal of the President , and non-officials appointed on Committees, etc., set up by Government will be claimed on bills in Form TR-16; their travelling allowance claims will be presented on bills if Form TR-20.

<sup>1</sup>[(2) A separate pay bill should be prepared for-

- (i) Establishment whose charges are debitable to different heads of accounts;
- (ii) Personnel to whom salary is payable individually by cheques; and
- (iii) Group 'D' employees.

Each of the bills may be prepared by including both permanent and temporary establishments, and divided into separate sections comprising the establishment and indicating the description of each section prominently along with sanction number of posts included therein. (In the case of large establishments, separate bills may be prepared for different sections, if administratively found convenient). While for permanent posts, the sanctioned strength need only be indicated at the top of each section of posts, in the case of temporary posts, the number and date of the sanction letter(s) shall also be indicated. In cases where sanction(s) for continuance of posts has been applied for, the Drawing and Disbursing Officer shall

indicate this fact in the bill and draw pay and allowances of the persons concerned at earlier rates. Except as provided in sub-rule (4) of this rule, the name of every incumbent shall be shown against each post and the rates of pay and allowances claimed for each shall also be shown. When pay and allowances are drawn for a portion of a month only, the concerned Government servant(s) in the body of the bill, the other instructions printed on the form of the bill should be carefully followed.]

(3) The entries in all the money columns of the bill shall be totaled separately under each section/part and the totals written in red ink. The totals must be checked by the drawing officer himself or by some responsible person other than the person preparing the bill.

If, for any reason, the leave salary admissible to a Government servant on leave is not known (as for example, when the kind of leave to be granted to him has not been finally decided by the sanctioning authority) the amount of pay to which he would have been entitled had he remained on duty shall be entered in the money column of the form which is intended to show leave salary, the amount being left undisbursed and treated as held over pending the fixation of the amount of his leave salary.

(4) Names of non-Gazetted Government servants of the following categories shall be omitted from pay bills:-

- (a) All persons in Central Service Group 'D';
- (b) All Head Constables and Constables.

The Government may, in consultation with the Comptroller and Auditor General extend the provisions of this rule to other specified classes of establishments where entry of names in the pay bills is not essential for audit purposes.

Provided that in all such cases a certificate in the following form shall be endorsed on the bill:-

“certified that all persons whose names are omitted from, but whose pay has been drawn in, this bill have actually been employed during the

month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the relevant rules and orders”

The claims of Government servants whose names are omitted under the provisions of this rule shall not be lumped together and entered as a single item in the bills but the bills must show separately the numbers on different rates of pay or with different designations.

NOTE:- A Pay Bill Register in Form T.R. -22-A and an abstract of Pay Bill in Form T.R.-22-B shall be maintained, the former being in the form of a ledger for recording the due payable and deductions made in respect of each claim for pay and allowances of a Government servant and the latter being an abstract of pay and allowance bills presented at a treasury. No office copy of a regular monthly pay and allowances bill need be maintained.

### ***Absentee Statement***

**220-A.** (1) the monthly bill shall be supported by an absence statement in Form T.R. -23 if Government servant, other than that belonging to any of the categories covered by sub-rule(5) of Rule 220, was absent during the month either on special duty or suspension, or with or without leave other than casual leave , or when a post is left vacant substantively whether any officiating arrangements have or have not been made against it.

(2) In the case of amalgamated establishments, a consolidated absence statement showing the complete chain of arrangements shall be separately furnished by the controlling authority within a period fixing by the Accountants Officer. No separate absentee statement need be furnished by the drawer of the bill along with the monthly pay bills, but in cases in which the power to sanction leave and officiating arrangements within the office has been delegated to Head of Offices, the requisite absentee statements shall be furnished by the controlling authority.

NOTE:- In the case of amalgamated establishments on time-scale of pay, the arrangement made by Heads of offices should be reported to the controlling authority for inclusion in the consolidated absentee statement.

### ***Increment Certificate***

220-B.(1) To the first bill in which a periodical increment is drawn for a Government servant, a certificate in Form T.R.-24 shall be appended. In the case of Government servants whose name are omitted from pay bills under sub-rule (5) of Rule 220 which certificates need not be attached to the pay bills but should be made available for test check during local audit.

(2) Of the two alternative certificates printed in Form T.R. -24, the former may be used in any case in which the increment becomes due to the Government concerned for having been incumbent of the post specified for the prescribed term counting from the date of the last increment or of appointment to the post, excluding periods of absence from duty not counting for increment and absence on extraordinary leave, etc., and if he has held post in an officiating capacity, or if the post held by him substantively was a temporary post, kinds of leave which are shown in the tabular portion of the certificate.

In all other cases, the second alternative form shall be used and it will be supported by an explanatory memorandum shoeing briefly but clearly the grounds on which the increment is claimed.

(3) When increment claimed operates to carry a Government servant over an Efficiency bar, it must be supported by a declaration from the authority empowered to allow the increment that it has satisfied itself tat the Government servant concerned is fit to cross the bar.

### **Deductions from Bills**

#### ***Fund deductions***

**221.** The duty of noting the proper deduction to be made from pay bills on account of Provident and other funds shall devolve on the drawer of the bill but

no discretion is allowed in carrying out any order received from the Accounts Officer to make any particular deduction. The procedure to be followed in making such deductions is laid down in Part –VIII.

### ***Income Tax deductions***

**222.** Deductions from pay bills on account of Income tax shall be made strictly in accordance with the relevant provisions of the Income Tax Act, 1961 (43 of 1961), as amended from time to time and the rules and orders issued thereunder.

### ***House rent deductions***

**223.** (1) When demands for license fees of public buildings recoverable from Government servants are received from the Public Works Divisional Officer or any other authority in charge of such buildings, the Head of Offices shall make the necessary deductions as specified in the demands from the next bill in which pay is drawn. After the recovery is made, one copy of the demand statement (which will be rendered in duplicate if the Public Works Officer in charge of the Government building and the Treasury Officer render accounts to the same Accountant-General ) shall be returned to the Authority from which it was received after noting the amount(s) recovered and recording a certificate to the effect that the recovery is in order and has been made and that the emolument are correct; the other copy should be attached to the bill form which recovery is effected.

NOTE:- In cases where the Public Works Officer in charge of the Government building and the Treasury officer don not render accounts to the statement in Triplicate, of which one copy should be returned to him after effecting recovery and the other two copies should be attached to the bill from which recovery is effected.

(2) If the licence fee recoverable from a government servant is limited to a certain percentage of his emoluments, the particular of such emoluments shall be

noted in the remarks column of the demand statement before its return. If, after the return of the demand statement, the emoluments of the Government servant are changed retrospectively, such changes shall either be shown in the next demand statement or intimated to the Authority concerned by a special letter.

(3) Notwithstanding anything contained in this rule,-

- (i) The recovery of licence fee from Government servants of the Central Government in respect of public buildings belonging to a State may be made in accordance with such procedure as may be prescribed by the Government of that State, and
- (ii) Administrators and departments of the Central government may, after consultation with the Accounts officer prescribe such detailed rules of procedure as may be necessary for recovery of licence fee in respect of public buildings under their administrative control.

(4) The provisions of this rule apply mutatis mutandis to recoveries of other charges, e.g., additional licence fee for furniture, electric, water heating and sanitary installations, charges for consumption of water, electricity, etc., which may under the orders of competent authority, be recovered in the same way as, and together with, licence fee for building proper.

NOTE:- The above procedure will not apply to the buildings at Delhi, New Delhi and Simla under the control of the Directorate of Estates, the assessment and recovery of licence fee for which is made under a special procedure.

### ***Recoveries ordered by Accounts Officer***

**224.** Deductions on account of sums disallowed from pay bills shall be made strictly in accordance with the instructions issued by the Account officer. The



recovery of a sum disallowed from a pay bill may be made from the next pay bill. A sum disallowed from a traveling allowance bill may be recovered from the next payment of traveling allowance, or in cash or from the next pay bill if the Government servant concerned does not, within a month, present another traveling allowance bill.

***Attachment for Debt.***

**225.** When the pay of Government servant is attached by any order of a Court of Law, it is the duty of the officer receiving the attachment order to see that the proper deduction is made in satisfaction of such order from the pay of the Government servant concerned, and to keep a record of such deductions in form T.R. -13.

If a Government servant is adjudged insolvent, the attachable portion his salary vests in the Court that passed the order of insolvency or the Receiver appointed by the Court. The amounts which have been under attachment in execution of the decree against the insolvent shall also, after the order of insolvency, vest in such Court or the Receiver, and the attached amounts in such cases, instead of being sent to the various Courts which issued the orders of attachment, should be sent to the Insolvency Court or the Receiver for Pro rata distribution among all the creditors of the insolvent Government servant.

NOTE1:- the extent to which the emoluments of a Government servant are exempt from attachment for debt is laid down in sub-section (1) of Section 60 of the Code of Civil Procedure, 1908. <sup>1</sup>[ The following is an extract of the relevant provisions of the said sub-section as amended by the Code of Civil Procedure (Amendment ) act, 1976, brought into force from 1<sup>st</sup> February, 1977:-

“60. (1) The following property is liable to attachment ..... in execution of a decree:-

Provided that the following particulars shall not be liable to such attachment ..... namely :-

- (i) Salary to the extent of the first <sup>1</sup>[one thousand] rupees and two-thirds of the remainder in execution of any decree other than a decree for maintenance;

Provided that where any part of such portion of the salary as is liable to attachment has been under attachment, whether continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months, and, where such attachment has been made in execution of one and the same decree, shall, after the attachment has continued for a total period of twenty-four months, be finally exempt from attachment in execution of that decree;

- (i-a) one-third of the salary in execution of any decree for maintenance;

\* \* \* \*

(i) Any allowance forming part of the emoluments of any servant of the Government ..... which the appropriate Government may by notification in the Official Gazette declare to be exempt from attachment and any subsistence grant or allowance made to any such servant ..... While under suspension;

\* \* \* \*

EXPLANATION 2:- In clauses (i) and (i-a) , ' salary' means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provisions of Clause (e) derived by a person from his employment whether on duty or on leave.

EXPLANATION 3:-In Clause (i) "appropriate Government" means-

- (i) As respects any person in the service of the Central Government ..... the Central Government.
- (ii) As respects any other servant of the Government or a servant of any other local authority, the State Government.

EXPLANATION 4- For the purposes of this proviso, “Wages” includes bonus and “Labourer” includes a skilled, unskilled or semi-skilled labourer.

NOTE 2:- The following declarations have been issued by the Central Government under Clause (e) of the proviso to sub-section (1) of Section 60 of the Code of Civil Procedure:-

- (1) The following allowances payable to any public officer in the service of the Government, or any servant of a Railway, or of a Cantonment Authority or a Port Authority of a major port, shall be exempt from attachment by order of a Court:-
  - (i) All kinds of traveling allowances,
  - (ii) All kinds of conveyance allowances,
  - (iii) All allowances granted for meeting the cost of –
    - (a) Uniforms, and
    - (b) Rations.
  - (iv) Allowances granted as compensation for higher cost of living in localities considered by the Government to be expensive localities including hiss stations
  - (v) All house-rent allowances.
  - (vi) Dearness allowance or any other allowance granted to provide relief against the increased cost of living
  - (vii) A foreign allowance or, *frais de representation* in the case of Diplomatic Missions, assigned to officers serving in posts abroad.
  - (viii) Children’s Education allowance (whether described as such or as children educational assistance or any other manner.
  - (ix) All amounts paid by way or reimbursement of medical expenses.

NOTE 3:- Dearness Pay, which is really a part of the dearness allowance and is treated as pay for certain specific purposes only, is also exempt from attachment by order of Court.

**226.** In accordance with the above provisions, the maximum amount attachable by a Civil Court, for decrees other than decrees for maintenance, is to be calculated thus-

If the total gross emoluments earned by the Government servant are represented by 'X' , and the allowances declared to be exempt from attachment (vide Note 2 below the preceding rule) and the subsistence grant or allowance to such Government servant if he is under suspension, are represented by

$$\text{'Y', the amount attachable will be } \left( \frac{{}^1 X - Y - 1,000}{3} \right)$$

<sup>1</sup>[NOTE: The decrees awarded by Courts prior to 1-2-1977 would have been based upon the limit of first two hundred rupees and one-half of the remainder, in force from 4<sup>th</sup> September, 1963, or the limit of the first hundred rupees, and one-half of the remainder, in force prior to that date. Such decrees would continue to be valid until revised by the Courts.]

**226-A.** (1) If an order of attachment against a Government servant is received before a previous order of attachment against the same Government servant has been fully complied with, the recoveries shall be made by the Disbursing Officer so long as the total amount recoverable with reference to attachment orders is within the maximum limit prescribed in Rule 226.

(2) If a new attachment order has the result of the total attachable amount exceeding the maximum limit prescribed, the Disbursing Officer shall return the new attachment order to the Court concerned with a statement showing –

(i) Particulars of the existing attachment(s),

(ii) Particulars of the amount(s) withheld and paid up-to-date into the Court (s) concerned.

(iii) The amount(s) remaining to be recovered.

**227.** Any deductions which may have to be made on account of subscriptions to Provident Funds recognized by Government, taxes on income payable by the Government servants, dues of Co-operative Societies and debts due to Government should be made from then on-attachable portion of the Government servant's salary.

**228.** Without prejudice to the appropriate provisions of the Code of Civil Procedure as amended from time to time, the procedure to be followed by the Drawing and Disbursing Officers in making recoveries from payoff Government servants of amounts in compliance with attachment orders issued by Courts shall be regulated in accordance with the following rules:-

(1) Subject as hereinafter provided in this rule, the gross amount of pay and allowances shall be drawn on a pay bill, but only the net amount after deducting the amount recoverable under the attachment order shall be disbursed to the Government servant concerned. The authority whose duty it is to make the deductions is responsible for remitting the amount without undue delay to the Court concerned.

(2) In the case of an attachment order issued by a Court in India against a Government servant whose pay and allowances are to be disbursed outside the local limits to which the Code of Civil Procedure extends, the Drawing and Disbursing Officer of the Concerned Ministry/ Department in India will be responsible for drawing the amounts recoverable monthly in compliance with the attachment order and remitting them to the Court concerned, unless timely intimation is received by him of the death of the

Government servant or of any other event necessitating the discontinuance of such payments.

- (3) In cases in which a judgment –debtor does not sign the acquaintance roll and intentionally allows his ay to remain undisguised in order to evade payment on account of an attachment order issued by a Court of Law, the Head of the Office may draw the pay of the judgment –debtor in satisfaction of the attachment order, subject to the prescribed restrictions, and remit the amount to the Court concerned.
- (4) The amounts drawn under sun-rules (2) and (3) above shall treated in the accounts in the same way as leave salary or pay drawn by the Government servant concerned, the particulars of the attachment order being cited in the pay bill or the acquittance roll as an authority for the charge and the Court's receipt for the amounts shall be field with the attachment register or such other suitable record as may be kept by the Drawing Officer.

**229.** The cost, if any, of remittance to a Court of money realized under its attachment order shall be deducted from the amount realized, and the net amount remitted to the Court.

229-A. Recoveries from the salaries of Government servants, on account of profession tax levied under an Act of a State Government, and dues of Co-operative Societies registered under the various Co-operative Societies Acts, where such Acts impose a statutory obligation on the Government to effect such recoveries, shall be made by the Drawing and Disbursing Officer in accordance with such procedure as may be laid down by Government from time to time.

A Drawing and Disbursing Officer, even when not located within the territorial limits to which any of the above mentioned Acts apply, may effect recoveries on account of profession tax or dues of a Co-operative Society from the salary payable to a Government servant, provided that such Government servant, in the case of dues of Co-operative Societies, authorizes in writing the Disbursing

Officer to effect such recoveries and the Disbursing Officer ensures, before effecting the recoveries, that the authorization given to him by the Government servant is clear, unambiguous and has not been revoked.

### **First Payment of Pay, Allowances, etc.**

**230.** When the name of a Government servant appears for the first time in a pay bill, the bill shall be supported by a Last Pay Certificate in Form <sup>1</sup>[T.R. -73] prescribed for the purpose; if the Government servant did not previously hold any post under the Government or is re-employed after resignation or forfeiture of past service, a certificate by the Drawing and Disbursing Officer to the effect that the medical certificate of fitness in the prescribed form has been obtained in respect of the Government servant must accompany the bill in conformity with and if so required by any rule or order governing the conditions of the service to which he belongs.

Where the competent authority under any rule or order authorize the drawal of pay and allowances of a newly appointed Government servant for a period not exceeding two months without a medical certificate of fitness, a certificate to this effect shall be furnished in the first pay bill.

If a pensioner is re-employed, the fact shall be stated in the bill.

<sup>2</sup>[NOTE : -Deleted]

**231.** In all cases of transfers the responsibility for obtaining his own copy of the Last Pay Certificate from his last Disbursing Officer shall rest with the Government servant concerned.

**232.** Deleted.

**233.** Deleted.

**234.** Deleted.

### **Place of Payment**

#### ***Pay and Allowances***

**235.** (1) Save as hereinunder provided, and subject to any special procedure that may be prescribed by departmental regulations, bills for pay and allowances or leave salary are ordinarily payable only where the Drawing and Disbursing Officer who draws the claims is stationed.

NOTE1:- In cases where a Government servant is on tour and payment has to be made to him at the station where he is on tour, the Drawing Officer shall remit the amount to him by Bank Draft at par or Postal Money Order; the charges involved in sending the Bank Draft by registered post or in remitting the dues by Money order shall be charged to office contingencies.

**NOTE2:- Deleted.**

(2) Nothing contained in this rule shall have the effect of withdrawing any concession that has been or may be allowed by the Government to individual Government servant or class of Government servants for drawing a part of their pay at places other than their headquarters.

**236.** Deleted

**237.** In case of transfer the pay due in respect of the old post which has not been drawn at the time of the transfer may be drawn at the new headquarters or at the place in which the pay in respect of the new post is drawn.

### **Pay due to Government servants absent out of India**

**243.** If pay, allowances or leave salary be due in India to a government servant absent out of India, he must make his own arrangements to receive it in India.

### **Payment of Pay, leave Salary, etc., through Agents**

**244.** (1) Save as hereinafter provided, pay and allowances or leave salary may be paid only upon the personal claim of the Government servant concerned, and to his personal receipt, and not otherwise, except under the special authority in each case of the Government or of the Comptroller and Auditor-



General. The government servant may be allowed to receive payment through a messenger duly authorized by him to receive the money on his account, but there can be no endorsement on the bill to pay to any such person; and in such a case, the Government accept no responsibility in respect of money, cheque or draft that may be handed over to the messenger.

NOTE:- Pay and allowances of a person who is certified by a magistrate to be a lunatic should be paid in accordance with the detailed procedure \* laid down under the provisions of Section 95 (1) of the Indian Lunacy Act, 1912.

(2) (a) Pay and Allowances and leave salary of a Government servant, who is unable to present himself in person to receive payment, may be paid to a banker or agent duly authorized by him to receive the money and give a legal quitance, provided that the banker or the agent holds a legally valid power of attorney to act in this behalf. In the absence of such a power of attorney, the Government servant desiring to receive payment through a banker or agent must furnish the latter with a legal quitance for the money claimed, signed by himself, which will have to be surrendered to the Disbursing Officer, with a letter of authority for the payment to be made. The banker or the agent must also furnish a formal receipt, which need not be stamped, to show that the money has been actually received by him

NOTE :- Notwithstanding anything contained in this clause, the government may in special circumstances authorize payment of such part of a claim of a Government servant to be made to a person and to the extent as may specifically be so asked for in writing in this behalf by the Government servant concerned. In such a case the receipt given by the person so authorized to receive the sum specified shall constitute a valid quitance for the amount paid to him, and a receipt for the balance only, if any, when paid, shall be obtained from the Government servant concerned.

(b) A Government servant or a single person cannot be constituted as an 'agent' for the purpose of this rule, except when he holds a legally valid power of attorney to act for the Government servant concerned.

(3) Deleted.

**245.** Deleted.

**246.** (1) Government servants may make arrangements with their agents to draw their leave salary, vacation pay, etc., granting suitable powers of attorney to enable them to do so, the agents in their turn giving the Government a bond of Indemnity as a security against any loss in the case of overpayment.

NOTE:- A register of power of attorney should be maintained by the Disbursing Officer in the form prescribed in the Government Securities Manual and all cases in which the Power of attorney has been granted should be recorded therein.

(2) The Bond of Indemnity which must be stamped may be in the following form in the case of a firm or a Bank.

“In consideration of our being permitted to draw pay/lave salary/ pension of Shri. .... during his absence from ..... to ..... we herby undertake to refund to the Government, on demand and without demur, any overpayment that may be made to us as his agent. In this respect the decision of the Government shall be final and binding on us.”

It must be seen that the person signing the Bond has authority to bind the firm or the Bank.

**247.** (1) It is not necessary for a separate Bond to be entered into for each individual. Such a Banks are as included in the Second Schedule to the Reserve Bank of India Act, 1943, may be allowed to execute a General Bond in Form T.R. -15 to cover the Pay ,leave salary, pension, etc., of their constituents in general.

EXCEPTION:- State Co-operative Banks, State owned /controlled Banks, which are not included in the Second Schedule to the Reserve bank of India Act, 1934, may be allo0wd by the Government, in consultation with the Reserve Bank, to execute a General Bond of Indemnity under this rule, provided such Banks undertake commercial banking and their financial position is considered satisfactory.

(2) Separate Bonds must be executed for payments relating to or for persons whose salaries or pensions are debatable to the Central Government and those debatable to a State Government. The applications for such bonds will be dealt with by the Government (Central or State) concerned.

(3) Nothing contained in this rule shall affect the validity of Bonds duly executed and continuing in force from dates prior to 1<sup>st</sup> April, 1937, unless in any particular case the Government issue orders to the contrary.

**(4) Deleted.**

**ANNEXURE –A – Deleted.**

**ANNEXURE – B – Deleted.**

**266.** (1) Subject to any special orders issued by the Government in this behalf or to an special procedure that may be prescribed by departmental regulations, the leave salary of a Government servant shall be drawn from the treasury or officer of disbursement from which his pay was being drawn immediately before proceeding on leave. Normally the Government servant must make his own arrangements for getting his leave salary remitted to him. However, if a Government servant on earned leave exceeding one month specifically requests for the remittance of his net dues by means of Demand Draft, the Drawing and Disbursing Officer concerned shall arrange for the remittance in accordance with the provisions of Note 910 below Rule for the remittance in accordance with the provisions of Note 91) below Rule 235(1). IN cases where a period of leave is followed by transfer, and portion of leave salary which was not drawn at the old station; may be drawn at the treasury of office of disbursement from which the payment in respect of the new post is drawn.

NOTE 1:- When a group 'D' Government servant proceeds on leave for a period exceeding one month, the net leave salary due to him shall, on his express request, be remitted to him by the Drawing and Disbursing office by Postal Money Order at Government expense.

NOTE 2:- Government servants serving in the Missions abroad may, for a period of leave spent in India, draw their leave salary in India, on bills drawn by the Ministry concerned on the basis of the last Pay Certificate issued by the Mission concerned. This procedure will also apply for the payment of joining time pay and emoluments or leave salary, as the case may be, and / or any other allowances admissible in India for the period of voyage as also for any initial period of leave spent abroad before embarking for India, which a Government servant can draw under Rule 91 of the Fundamental Rules.

(2) When leave salary is drawn for a Government servant other than that belonging to any of the categories covered in sub-rule (5) of Rule 220, the Bill in which it is first drawn shall be accompanied by a certificate the Drawing Officer, showing the a calculation of the amount of the leave salary drawn or quoting the rule or order under which the leave salary is based on actual pay. If the calculation is based on pay drawn outside the Government servant's substantive section or office, a reference to the bills in, or the office from, which such pay was drawn shall be given in the certificate.

<sup>1</sup>[(3) A Government servant who is granted terminal leave/refused leave under the provisions of Rule 39 of the Central Civil Services (Leave) Rules, 1972, shall be paid lumpsum, the amount equivalent to leave salary and allowances, if any, admissible during such leave (excluding Compensatory City Allowance and House Rent Allowance) for the entire period of such leave as one time settlement. The compensatory city allowance / House Rent Allowance during refused leave, if otherwise admissible shall, however, be paid each month in arrears on the expiry of the refused leave for that month]

[This sub-rule comes into effect from the 1<sup>st</sup> January, 1977.]

(4) Whenever leave salary is drawn in respect of a Government servant who has served under another Government or department which is treated as separate unit for purposes of allocation of leave salary, a detailed statement

showing the allocation of such leave salary shall be prepared and attached to the Bill in which the leave salary is first drawn.

<sup>1</sup>NOTE- Deleted

### ***Arrear Bills***

**276.** Arrears of pay, fixed allowances of leave salary shall be drawn not in the ordinary monthly bill, but in a separate bill, the amount claimed for each month being entered separately with quotation of the number and date, together with the date of encashment of the monthly bill from which the charge was omitted or withheld or on which it was refunded by deduction, or of any special order of competent authority granting a new allowance or an increase in pay. A note of the arrear bill shall invariably be made in the office copy of the bill or in the pay bill register in Form T.R. 22-A for the period to which the claim pertains over the dated initials of the drawer of the arrear bill in order to avoid the risk of the arrears being claimed once again. The Drawing Officer shall also record the following certificates on the arrear bill under his dated signature:

- (i) That no part of the amount claimed has been drawn previously.
- (ii) That a note of the arrear claim has been made in the office copy of the bill or the pay bill register for the period to which the claim pertains.

Subject to the conditions laid down in Rule 136, arrear bills can be presented at any time and any include as many items as are necessary.

## **GOVERNMENT OF INDIA'S ORDERS**

**(1) Procedure for payment of arrears of pay, allowances , etc., of a Government servant transferred from one Division/office/Department to another in respect of whom a last Pay Certificate has been issued:-**

1. The practice obtaining for the payment of arrears of pay and allowances, etc., of a Government servant transferred from one Division /Office /Department to another and in respect of whom a last pay Certificate

has been issued. Varies from office to office and no uniform procedure is being followed in this regard. The question of evolving a uniform procedure has been under the consideration of the Ministry of Finance for some time past. It has now been decided in consultation with the Comptroller and Auditor-General of India that the following procedure may be adopted by all the offices in the matter of drawing the arrear claims of the Government servant who are working under their control.

2. The Drawing and Disbursing officer of the office in which the Government servant is currently working, may prepare a "Due and Drawn Statement" in respect of arrears of pay and allowances of such a Government servant and send it to his earlier office(s)/parent office, as the case may be, for verification of the claim. The latter office may check these statements, make entries in their record (i.e., in the office copies of the bills) and return to the concerned Drawing Officer with a certificate that the arrears relating to the Government servant have been noted in the relevant office copies of the bills. On receipt of the "Due and Drawn Statement" duly verified by the earlier/parent office, the Drawing and Disbursing Officer may prepare the arrear bills of the Government servant in the proper forms, record the necessary certificate as required in Rule 276 of CTRs., and draw the bills from the Treasury and disburse the arrears to him on proper acquittance. The expenditure in this behalf may be debited to the budget provisions of his office.
3. In the case of Government servant working in Defence, Railways, P. & Ts. and other Governments transferred to Civil and vice Versa, the procedure referred to in Para. 2 above is further modified to the extent that while accepting the "Due and Drawn Statement" of arrear claims; the concerned office should also accept the debit thereof, record the classification and return it to the Drawing and Disbursing Officer of the office in which the Government servant is currently working for drawal arrears and payment to him.

[G.I., M.F., O.M. No. F. 10 (49)-B-73, dated the 7<sup>th</sup> January, 1974]

(2) Provisional payment to non-Gazetted staff without LPC:- In order to avoid hardship, the President has been pleased to decide that provisional payment of substantive pay may be allowed to non-Gazetted Government servant pending receipt of their LPC either on reversion from a Gazetted post or on transfer from one non-Gazetted post to another. Cases of the latter kind should, however, be very rare as, in the case of non-Gazetted staff, there would not normally be any difficulty to get the LPC in time from the Head of the Office (Drawing Officer) where the non-Gazetted officer was serving prior to cash transfer.

The Head of the Office may sanction provisional payment in such cases and suitable indication of the payment should be given in the Establishment bill by the Head of the Office/Drawing and Disbursing Officer for purposes of Audit.

**[G.I., M.F., O.M. No. F. 7 (15)-E-III (A)/64, dated the 1<sup>st</sup> October, 1974]**

(3) Arrears of DA sanctioned with retrospective effect can be paid by the new DDO without verification of "Due and Drawn" statement:- Arrears of dearness allowance/additional dearness allowance sanctioned by the Government retrospectively after the transfer of a Government servant from one Department to another Department or one office to another, in the same Department shall be drawn and paid by the DDO responsible for drawal and disbursement of the emoluments of the Government servant against the new posts, without getting the "due and drawn" statement verified from the Service Book, leave account and LPC that there is no spell of unauthorized absence/half pay leave/extraordinary leave during the period for which the arrears are payable in respect of a Government servant. (Cases involving such spells will be regulated by the provisions of the main rule). However, an intimation of the payment of such arrears having been made shall be sent by the new DDO to the DDO of the earlier office for keeping necessary note in the pay bill register. He may check the details of payments authorized by the new DDO and in case any discrepancy /overpayment is noticed he may intimate it to the new DDO

shall send a confirmation to the present DDO about his having kept a note of the payment of arrears in the pay bill register. The new DDP shall watch the receipt of such a confirmation from the previous DDO and shall make a note to this effect in the pay bill register.

### **Travelling Allowance Bills**

**277.** Subject as provided in Rule 281 below, for traveling allowance other than permanent or fixed traveling allowance shall be prepared and presented in accordance with the following provisions:-

- (i)* The bills shall be prepared in Form T.R. -25, the instructions printed on the form being strictly observed. When a circuitous route is taken, the reason for doing so must invariably be stated in the bill.
- (ii)* When actual expenses are drawn on account of carriage of horses or conveyance, details of horses or conveyances transported should be furnished in the bill. For the purpose of drawing the allowance on account of a family for whom the allowance is claimed. No other details in these or other cases need be furnished but every claim for the cost of transportation of personal effects and horses or conveyance should be supported by a certificate that the actual expenses incurred were not less than the amount claimed.
- (iii)* Separate bills shall be submitted for Government servants of different grades under the traveling allowance rule if the bills require different treatment in the Office of the Account-General.
- (iv)* All traveling allowance bills must bear a certification the Drawing Officer in the following form:-

“Certified that I have satisfied myself that the amounts included in the bills drawn one /two/ three months previous to this date with the exception of those detailed below (total amount of which has been refunded by deduction from this bill), have been disbursed to the Government servants



named therein and their receipts taken on the office copy of the bill or in a separate acquittance roll.”

**278.** The bill completed as above may be encashed on the receipt of the Head of the Office; but no bill requiring previous countersignature of a controlling authority shall be presented before such countersignature is obtained.

**279.** The traveling allowances bills of government servant proceeding on tour shall be presented at convenient intervals during the period of their tour or immediately on return to the headquarters and, as far as practicable before 31<sup>st</sup> March if the tour has been completed before that date.

**280.** Deleted.

In the Public Works Department, save were any special procedure has been authorized by the departmental regulations, traveling allowance bills can be presented for payment only after the claims have been passed by the controlling officers concerned.

The subordinates shall prepare their traveling allowance journals in Form T.R.-26 and after these are duly countersigned by the controlling authority, an abstract bill showing the totals user each head of claim for each person shall be prepared in Form T.R. -27 by the Divisional officer for presentation for payment in accordance with Rule 544, the original journals being either submitted direct to the Accountant –General or attached to the abstract bill.

***Cost of medical treatment***

**281.** Bills for reimbursement of the expenditure incurred by Government servants on account of medical attendance and treatment may be drawn in Form T.R. 27-A under the sub-head ‘allowances, honoraria, etc.’. The amount drawn in the bills must be supported by proper receipts and vouchers in all cases.

**282.** Deleted.

**283.** (1) The Head of an Office is personally responsible for the amount drawn on a bill signed by him or on his behalf until he has paid it to the person(s) entitled to receive it and has obtained a legal quittance on the office copy of the

bill or in Form T.R. -28; the particulars in Form T.R. -28 will be filled in from the bill in Form T.R. -22 or form a Bill Check Register which may be maintained in Form T.R. 28-B, if considered necessary.

In cases where the payee Government servant is physically unable to sign the quittance, the Head of the Office shall disburse the amount or hand over the cheque, as the case may be, to such member of the government servant's family as has been nominated by the Government servant to receive his Provident Fund dues.

(2) If, for any reason, payment cannot be made within the course of the month, the amount drawn for the payee shall be refunded by short drawing in the next bill, and when the occasion for making the payment arises, the amount may be drawn anew under Rule 276.

Provided that if in the opinion of the Head of the Office this restriction is likely to operate inconveniently, the amount of undischarged pay and allowances may, at his option, be retained for any period not exceeding three months, but this concession shall not be availed of unless the Head of the Office is satisfied that proper arrangements can be made for the safe custody of the sums retained.

(3) Undischarged pay or allowances may not, under any circumstances, be placed in deposit at a treasury.

NOTE 1:- Acquittance rolls and office copies of bills are not required to be submitted to the Accountant-General, but being important records they should be stamped 'paid' and preserved carefully for the prescribed periods.

In respect of the payments made through acquittance rolls on the pay day, the disbursement certificate at the foot thereof should invariably be signed by the Disbursing Officer in token of the total amount actually paid. The paid stamp, duly attested by the drawing officer, need be affixed only against the total disbursed amount of the acquittance roll. In respect of undischarged amounts paid subsequently, the items should be stamped 'paid' individually and attested by the Drawing Officer while signing the Cash Book.

NOTE 2:- Cash drawn on pay and traveling allowance bills should not be mixed with regular cash balance of the department, if any. An account of undisbursed pay and allowances should be kept in a Register in Form T.R. 71. Entries of the total and particular amount of undisbursed pay and allowances may be made against each bill serially, and subsequently payments thereof entered in the appropriate columns of the Register and the Cash Book, each such entry being attested by a Gazetted Officer. From this Register, an abstract of amounts remaining undisbursed for three months should be prepared to ensure their refund either in cash or by short drawal from the next bill.

NOTE 3:- A Bill Register Form T.R.28-A should be maintained by all Head of Offices who are authorized to draw money from the treasury on bills signed by them. The register should be reviewed monthly by Gazetted officer and the result of the review recorded thereon.

NOTE 4:- A Bill Transit Register in form T.R. -28-C should be maintained by all Heads of Offices who are authorized to draw money for the treasury. To prevent presentation of fraudulent bills to the treasury, the register should be reviewed bi-weekly by a Gazetted Officer and the result of the review recorded thereon.

### ***Last payment of pay and allowances***

<sup>1</sup>[283-A. Normally, the last payment of pay or allowances in respect of a Government servant who finally quits service of the Government or who is placed under suspension may be made only after the head of the Office satisfies himself, by reference to his own records and to other appropriate authorities, where necessary, that there are no demands outstanding against the Government servant. However, in cases where security for an amount considered by the said Head of Office to be adequate to cover the aforesaid demands is taken from such Government servant in cash, or by a surety Bond, or by withholding a part of the gratuity payable to the Government servant, the last payment of pay and

allowances may be made and the Last Pay Certificate issued, even if the likely dues from such Government servant remain to be assessed and realized.]

EXCEPTION :- The Disbursement of pay and allowances in lieu of notice period under the provisions of Rule 56 (j) contract officers and officers purely in the temporary employment of the Government, proceeding on foreign service or out of India , and (ii) non-officials including members of any Commission or committee, whether statutory or not, on their termination of service with the Commission, committee, etc.

### ***Death of Payee***

**283-B.** Pay and allowances can be drawn for the day of the Government servant's death; the hour at which death takes place has no effect on the claim.

NOTE:-"Day" for the purposes of this rule and Rule 37 should mean a calendar day beginning and ending at midnight.

### ***Arrears payable after death***

**283-C.** <sup>1</sup>[(1) subject to the provision of rule 283-A, pay and allowances of all kinds claimed on behalf of a deceased Government servant may be paid without the production of usual legal authority under the orders of the head of Office in which the government servant was employed at the time of his death, provided the head of Office is otherwise satisfied about the right of the claimant.

In cases where the gross amount of the claim exceeds <sup>2</sup>(Rs. 10,000) the payment will be made by the head of office only on the execution of an Indemnity Bond in Form T.R. -14 duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary.

Provided that Head of Office may; subject to the condition prescribed in Para. 1, make anticipatory payment of an amount not exceeding <sup>1</sup>(Rs. 10,000).]

NOTE 1:- Normally there should be two sureties, both of known financial stability, unless the gross amount of the claim is less than <sup>1</sup>(Rs. 10,000) in which case the authority accepting the Indemnity Bond in Form T.R. -14 for and on behalf of the

President should decide on the merits of each case whether to accept only one surety instead of two.

NOTE 2:- The Obligor as well as the sureties executing the Indemnity Bond should have attained majority so that the Bond may have legal effect or force. The Bond is also required to be accepted on behalf of the President by an officer duly authorized under Article 299 (1) of the Constitution.]

(2) In case of any doubt, Payment shall be made only to the persons(s) producing the legal authority.

(3) On receipt of the claim for payment of arrears of pay and allowances <sup>3</sup>[of all kinds (including traveling allowance claims) ] on behalf of a deceased Government servant from his heir(s), the Head of the Office in which the Government servant was last employed should draw the amount in the appropriate bill form from the treasury. The claim should be supported by all the relevant certificates which the Head of the Office is required to furnish in the normal circumstances. However, in respect of the certificates which solely depend on the personal knowledge of the deceased Government servant and which obviously cannot be furnished by the Head of the Office, the Head of office should record, if he is satisfied about the correctness of the claim, and furnish a certificate to the effect that 'the claim is not susceptible of verification but is considered reasonable'.<sup>1</sup>[The amount should be disbursed to the claimant (a) by the head of Office by following the procedure laid down in sub –rule (1)]. A formal receipt, stamped where necessary, should be obtained from the claimant(s).

NOTE:- The Procedure prescribed in this rule shall apply to any claim for payment of dues or honorarium payable to deceased non –officials, including deceased non-official members of any Commission/Committee, whether statutory or not.

### **Section III – Contingent Charges**

#### ***Introduction***

**284.** The term “Contingent charges” or “contingencies” used in the section means and includes all incidental and other expenses which are incurred for the management of an office as an office or for the technical wording of

a department, other than those which under prescribed rules of classification of expenditure fall under some other head of expenditure e.g., 'works', 'tools and plant', etc.

- 285.** The rules of procedure prescribed in this section shall apply primarily to contingencies, but miscellaneous expenditure which is not classed as contingencies is also subject to these rules, except in so far as it may be governed by any special rules of procedure prescribed in section of this part or by any departmental regulations.
- 286.** The provisions of this Section shall apply primarily to contingent charges of Heads of officers, etc., who draw money required by them to disburse these charges by bills drawn on the treasury. Contingent charges of other departments and offices are also subject to the rules in this sections except in so far as they are supplemented or modified by departmental regulations

## **General Rules**

### ***Classification of charges***

- 287.** Contingent charges incurred on the public service are divided into the following classes, the classification adopted in each department or officer being determined by orders of competent authority:
- (i) Contract contingencies- those for which a lump sum is placed annually at the disposal of a disbursing officer for expenditure without further sanction of any kind. They generally consist of charges, the annual incidence of which can be averaged with reasonable accuracy.
  - (ii) Scale-regulated contingencies- to comprise such contingent charges as may be regulated by scale laid down by competent authority, e.g., rewards for destruction of wild animals etc.

- (iii) Special contingencies – to include such contingent charges, whether recurring or non-recurring, as cannot be incurred without the previous sanction of superior authority.
- (iv) Countersigned contingencies- to include such contingent charges as may require approval of some controlling authority before they can be admitted as legitimate expenditure against the government, such approval usually taking the form of countersignature after payment on a detailed bill submitted to the pay and accounts officer/ Accountant-General.
- (v) Fully vouched contingencies- to comprise contingent charges which require neither special sanction nor countersignature, but may be incurred by the Head of the Office on his own authority subject to the necessity of accounting for them. These may be passed on fully vouched bills without countersignature.

NOTE:- The five classes of contingencies set forth above are not necessarily mutually exclusive. There may be cases in which special contingencies may be regulated by scale, or in which a bill for scale-regulated contingencies may require countersignature. When a contingent bill falls within two or more classes, the procedure prescribed in Rules 302 to 315 for each of these classes should, as far as possible, be applied to.

### ***Permanent Advances***

- 288.** Government officer who have to make payments for contingent expenditure before they can place themselves in funds by drawing contingent bills on the <sup>1</sup>[Pay and Accounts Office/ Treasury] may make such payments out of permanent advances or imprests which they may be permitted to hold under the orders of competent authority, subject to recumbent on presentation of contingent bills. <sup>2</sup>[All such claims up to Rs. 500 may be disbursed out of permanent advance or imprest.]

<sup>3</sup>[NOTE :- The monetary limit will not apply in regard to claims relating to telephone, electricity and water bills in the case of a non-cheque drawing DDO stationed at a place different from that at which the accredited PAO/Cheque Drawing DDO authorized to pay his contingent bills, as the case may be, is located.]

### **General limitations**

- 289.** All charges actually incurred must be paid and drawn at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year.
- 290.** No money shall be drawn from the treasury unless it is required for immediate disbursement. It is not permissible to draw money from the treasury in anticipation of demands or to prevent the lapse of budget grants.
- 291.** The charges relating to two or more major heads may not be shown in one register, nor included in one bill. But expenses which are shared in some fixed proportion between two branches of the same office may, unless they are reviewed by different authorities, appear in one bill. In such a case, the joint grant may be entered in one register only for purposes of control, the account of adjustment being left to the Accountant general.
- 292.** (1) Save as hereinafter provided in this rule, no payoff any kind and no additions to pay may be drawn on bills for contingent expenditure.
- (2) Subject to any general or special orders issued by the government the pay of Group 'D' servants by whatever designation they may be called who have been or may be , declared by competent authority to be ineligible for pensions and who discharge the duties of the classes mentioned below, may be treated as contingent expenditure:-
- (i) Hot weather establishments;
  - (ii) Mazdoors engaged on manual labour and paid daily or monthly wages;



- (iii) Sweepers ;
- (iv) Other classes of Group 'D' servants, e.g., dhobis, tailors, syces grass - cutters, etc.

The wages of temporary field establishments of Surveys and settlements and of extra Potdars entertained for accompanying remittances, etc., may also be drawn on contingent bills.

**293.** Contingent charges incurred on account of the wages of Mazdoors engaged on manual labour and paid at daily or monthly rates shall supported by certificate signed b the disbursing officer to the effect that the Mazdoors were actually entertained and paid.

**293-A.** Contingent bills preferring claims for rents, electricity and other connected charges incurred on account of the hire of private buildings by the Government for accommodation of Central Government officers should be accompanied by the following certificates signed by the disbursing officer.

“Certified that the amount drawn on account of rent, rates and taxes in Contingent Bill .....dated the ....., was actually paid to the parties concerned and that.-

- (i) No portion of the building for which the expenditure was incurred was utilized for residential or other purposes during the period the charges were paid;
- (ii) The expenditure in respect of the portion of the building used for residential or other purposes during the period for which the charges were paid, ahs been recovered from the under mentioned Government servants from whom it was due”

Provided that in the case of Drawing and Disbursing Officers who do not find it possible to furnish the first portion of the certificate prescribed above due to the fact the imprest amounts held by each of them are much less than the monthly rate of contingent expenditure on rent,

rates and taxes, etc., requiring to be paid by each of them to different parties, the following certificate should be furnished in lieu of the first portion of the certificate prescribed above:-

“Certified that-

(a) The amounts drawn on accounts of rent, rates and taxes, etc., in the previous contingent Bill No. ...., dated ..... have actually been paid to the parties concerned, and that

(b) The amounts drawn in this bill will be paid to the parties on realization.

**293-B.** Contingent bills which include charges on account of purchase of goods on which sales tax has also been charged should be supported by the following certificate signed by the disbursing officer:-

“Certified that in the case of sub-vouchers attached to the bill and those retained in my office relating to the purchase of goods on which sales tax has been charged, the goods have not been exempted under the Central Sales Tax Act or the rules made thereunder, and that the amounts paid on account of sales tax on those goods are correct under the provisions of that Act or the rules made there under, and that in the case of supplies against regular contracts, the relevant contract includes a specific provision that sales tax is payable by government.”

**293-C.** The following certificate signed by the drawing officer shall be attached to all the contingent bills which include charges on account of expenditure on light refreshments at formal meetings and conferences:-

“Certified that the expenditure on entertainment charges included in this bill was incurred in accordance with the terms and conditions laid down by the Government, from time to time, and that the prescribed monetary limits have not been exceeded.”

**294.** In the case of all other Group 'D' servants whose pay is drawn on contingent bills, certificates in the following form shall be furnished by the drawing officer:-

1. "Certified that all other Group 'D' servant whose pay has been charged in this bill were actually entertained in Government service during the period concerned."
2. "Certified that the rates of pay and dearness allowances of part-time and casual employees drawn in this bill have been fixed in accordance with the orders of the Government of India presently in force."

#### ***Responsibility of drawing officers***

**295.** Every Government officer shall exercise the same vigilance in respect of petty contingent expenses as person of ordinary prudence may be expected to exercise in spending his own money. The drawing officer is further responsible for seeing that the rules regarding the preparation of bills are observed, that the money is either required for immediate disbursement or has already been paid from the permanent advance, that the expenditure is within the available appropriation and that all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded, and that in the case of contract contingencies, the proposed expenditure does not cause any excess over the contract grant.

#### ***Responsibility of Controlling Authority***

**296.** The countersigning officer shall be responsible for seeing that the items of expenditure included in a contingent bill are of obvious necessity and are at fair and reasonable rates, that previous sanction for any item requiring it is attached, that the requisite vouchers are all received and are

in order, that the calculations are correct, and specially that the grants have not been exceeded nor are they likely to be exceeded and that the Accountant-General has been informed either by a note on the bill or otherwise of the reason for any excess over the money proportion of the appropriation. If expenditure be progressing too rapidly, the shall communicate with the drawing officer and insist on its being checked..

### ***Cancellation and destruction of sub-vouchers***

**297.** The following rules for the prevention of the fraudulent use of sub-vouchers shall be observed by all drawing and controlling officers in the matter of cancellation and destruction of sub-vouchers:--

- (i) Unless in any case it is distinctly provided otherwise by any rule and order, no sub-vouchers may be destroyed until after a lapse of three years.
- (ii) Every sub-voucher which under the provisions of Rules 302 to 315 is not forwarded either to the Accountant-General or to a controlling officer along with bills but is recorded in the office to which the expenditure relates, must be duly cancelled by means of a rubber stamp or by an endorsement in red ink across the voucher, the cancellation being initialed by the officer authorized to draw the contingent bills of the office. The cancellation should be made at the time when the contingent bill in which the sub-vouchers are included is actually signed. If the amount of the sub-voucher exceeds the permanent advance, the cancellation should be made as soon as the payment is made and entered in the contingent register.
- (iii) Sub-vouchers submitted to a controlling officer which he is not required to forward to the Accountant-General should be duly

cancelled by him after check and the cancellation should be attested by the controlling officer at the time of countersignature on the bill.

- (iv) In all cases in which sub-vouchers are not required to be submitted to the Accountant-General or the controlling officer, the drawing officer should certify in the bill that sub-vouchers other than those attached to the bill have been so defaced or mutilated that they cannot be used again. A similar certificate should be furnished by the controlling authority in respect of sub-vouchers submitted to him by the drawing officer but which he is not required to submit to the Accountant-General.

### **Record of Contingent Expenditure**

#### ***Contingent Register***

- 298.** A register of contingent expenditure shall be kept in each office and the initials of the Head of the Office, or of a Gazetted Officer to whom this duty has been delegated by the Head of the Office, shall be entered against the date of payment of each item.
- 299.** The standard form of the contingent register will be as in form T.R. – 29. The actual details such as the number of columns to be opened, the sub-heads and detailed heads and such further detailed classifications as may be required for the purpose of control, may be settled by the Accountant-General and the controlling authority to suit the conditions of each department or office.

As a general rule, the most common sub-heads and detailed heads may have separate columns with appropriations noted at the top. The less important and trivial items may be lumped together in one column when each of the separate items need not be accounted for or watched separately. Any charge falling under any of the separate columns but requiring explanation may be described in the

column "Description" though the amount of it is entered only in its special column; the same "Description" column will serve also for note of the month or period to which any recurring charges entered in the other columns belong.

**NOTE.** — If more convenient, a separate register may be maintained for each class of contingent charges.

**NOTE.** — If during the absence of the Head of the Office and of the Gazetted Officer to whom the duty of maintenance of contingent register has been delegated, the entries in the contingent register have been initialed by a non-Gazetted Government Officer, the register must be reviewed and the entries re-initialed by the Head of the Office or such Gazetted Officer on return to duty at the headquarters.

**300.** As each payment is made, entries must be made in the contingent register of the date of payment, the name of payee and the number of sub-voucher in the three columns to the left, and the amount in the proper column, and in the case of any charge requiring explanation, the initials of the officer incurring it shall be taken against the description.

**301.** To enable the disbursing officer to watch the progress of the expenditure under each detailed head as compared with the appropriation for it, a progressive total of all the columns must be made immediately after the monthly total so as to include all payments under each head, as also charges adjusted by book transfer under Rule 316 from the commencement of the year up to the end of the last expired month.

## **Bills for Contingent Charges**

### ***General***

**302.** (1) When it is necessary to draw money for contingent expenses, as for example, when the permanent advance begins to run short; or when transfer of charge takes place; and in any case at the end of each month, a red ink line shall be ruled across the page of the register or registers, the several columns added up and several totals posted in separate bills for each class of contingent expenditure. The Head of the Office or the officer in whom this duty has been delegated shall carefully scrutinize the entries in the register(s) with the sub-vouchers, initial them if this has not already been done and sign the bill which will then be dated and numbered and presented for payment at the treasury.

(2) The heads of contingent expenditure may be entered in manuscripts in the bill and the totals posted against them, provided that in a case of expenditure requiring explanation, full details of the charges must be entered in the bill except when they are given in the sub-vouchers sent to the Accountant-general.

NOTE 1:- Sub-Vouchers for petty contingent expenditure shall be prepared in Form T.R. 30-A.

NOTE 2:- When the permanent Advance is running short, a demand may be presented in excess of the balance; this item too should be entered in the register and included in the bill, the number given being that which the sub-vouchers(s) will bear when payment is made.

**303.** (1) Subject to any order or instruction issued by the Government in this behalf, a contingent bill for payment to suppliers, etc., may be endorsed for payment to that party, at the request of the payee. This procedure shall not apply to cases where the disbursing officer is authorized to incur expenditure by drawing cheques on the treasury.

(2) Wherever under the provisions of Clause (1) of this rule, a contingent bill is endorsed to a private party, the drawing officer shall, before signing the bill, obtain the specimen signature of the party on the body of the bill which he shall attest before signing the bill. The drawing officer shall simultaneously issue an advice direct (not through the endorsee) to the Treasury Officer (the Bank in the case of Bank Treasury) giving full particulars of the bill. The bill must at once be entered in the contingent register and a note made to the effect under the initials of the drawing officer that the amount has been drawn.

Where the endorsee wishes to collect payment on the bill through a messenger, other than a banker, the messenger must produce a letter of authority from him in Form T.R. -72. A copy of the form may be obtained from the drawing officer concerned.

(3) An endorsement on a contingent bill by a drawing officer in favour of a messenger is not an endorsement for the purpose of this rule.

NOTE 1:- Endorsement will in all cases remain current for three months only counting from the date of issue. In the case of the bills issued in the last quarter of the year, however, an endorsement should be entered to the effect that the payment orders will lapse unless the bills are cashed before that end of March

NOTE 2:- In the event of a contingent bill having been endorsed to a private party under the provisions of sub-rule (1) of this rule and presented before the relative advice is received from the drawing officer, the treasury officer or the Bank shall not make payment of the bill till the advice is actually received and verified.

<sup>1</sup>[NOTE 3:- The provisions of this rule will not apply to contingent payments (for supplies, etc.), made by Drawing and Disbursing Officers functioning under the Scheme of departmentalization of accounts or the Scheme under which the accounts have been separated from audit. These payments will be made directly by the Drawing and Disbursing Officers concerned to the claimants after getting these pre-checked by the concerned PAOs, whenever required.]



**304.** When, in paying regards to informers, or in any other case, it is not desirable to disclose the name of payees, a certificate in the handwriting of the disbursing officer to the effect that the payment has been duly made shall be submitted to the Accountant-General in support to the payments in lieu of the payee's receipt ordinarily required.

***Contract Contingencies***

**305.** In respect of contract contingencies, the bill shall be presented in a form similar to Form T.R. -30, or in such other form as may be prescribed by the Administrator after consultation with the Accountant-General. No sub-vouchers need be sent to the Accountant-General.

***Fully –vouched Contingent Charges***

**306.** (1) Officers whose contingent bills do not require countersignature and who do not embody in their bills charges of any officer dealing separately with the treasury need not submit monthly bills; they should draw money from the treasury by bills in Form T.R. – 30 showing full details of the charges.

NOTE 1:- The following illustration explains the second conditions, 'A' whose bills do not require countersignature has subordinates who hold part of his permanent advance and place themselves in funds by sending paid vouchers to 'A' and obtaining from 'A' the amount of their actual expenditure; in these cases, 'A' need not submit monthly bills. The bills of 'B' do not require countersignature but his subordinates are allowed to deal direct with some treasury, presenting bills for encashment which are to be adjusted by 'B's, monthly bills; 'B' must submit monthly bills in adjustment of the bills cashed by himself and his subordinates.

<sup>1</sup>[NOTE 2:- In cases (other than those of a non-cheque drawing DDO situated at a place different from that of the accredited PAO / Cheque Drawing DDOs authorized to pay the contingent bills, as the case may be ) where payments of telephone, electricity and water charges are generally more than the monetary limit prescribed in Rule 288 and which cannot, therefore, be paid out of the

permanent advance, funds required for making only these payment may be drawn on fully-vouched contingent bills (T.R. -30) under the provisions of this rule attaching thereto a duplicate copy of the demand bill received as sub-voucher. Wherever only one copy of the demand bill is received, for such payments from the Telephone Department, State Electricity Boards or local bodies and the payments are made only by cheque, funds required may be similarly obtained by attaching Photostat copy of the demand bill (duly attested in regard of amount) which will serve as a sub-voucher in support of relevant contingent bill as a special case. This provision shall not, however, be available to any other type of cases, or even in the instant types, if the payment accrues to a private party.

In the case of telephone bills "Government account" category cheques shall be drawn. Cheques, in other cases, shall be crossed "A/C Payee only". Stamped receipt/Receipt, thereon received against payment of such a bill by cheque may be retained by the DDO, and will be accorded by him the same treatment as envisaged in Rule 297 of the CTRs.

(2) Unless in any case the Comptroller and Auditor-General directs otherwise, sub-vouchers for more than <sup>2</sup>[Rs. 500] each shall be submitted to the Accountant-General.

#### ***Scale –regulated Charges and Special Contingencies.***

**307.** Charges regulated by scale and special contingencies which require the previous sanction of superior authority before they can be incurred, shall be drawn in the abstract bill Form (T.R. 31) with a full description of the charges and accompanied by sub-vouchers above <sup>2</sup>[Rs. 500] or such other limit as may be prescribed by the Comptroller and Auditor –General. In the case of special contingencies, other orders of sanctioning authority must be quoted; when expenditure, for which a lump sum is granted under a single special sanction, is continued over more than one month, the second and subsequent month's bill shall bear a note of how much has been spent up-to date under the sanction.

## **Countersigned Contingencies**

### ***Abstract Bill***

- 308.** Except in the case of contingencies requiring countersignature before payment, contingent charges falling under this group may be drawn from the treasury by presenting abstract bills in Form T.R. 31 , subject to the presentation of detailed bills to the controlling officer for countersignature and transmission to the Accountant-General in accordance with the procedure hereinafter prescribed.
- 309.** The numbers assigned to the sub-vouchers pertaining to each entry in the abstract bill shall be detailed against the entry concerned, the amount being given only in that case where a sub-voucher is for more than Rs. 50. A certificate shall be attached to every abstract contingent bill to the effect that the detailed contingent bills have been submitted to the controlling officer in respect of abstract contingent bills drawn more than a month before the date of that bill. On no account may an abstract contingent bill be cashed without this certificate.

### ***Detailed Bill***

- 310.** a monthly detailed bill shall be prepared, in the case of contingent charge countersigned after payment, from the monthly totals of the contingent register; such detailed bill will be in Form T.R. 32, headed 'Not payable at the treasury' and will show the monthly total of each column with description of each charge requiring explanation. The numbers assigned to the sub-vouchers shall be entered in detail against each item; the number and date of every abstract contingent bill cashed at the treasury, and the sub-vouchers included in each shall be shown in the memorandum at foot. The amount shown in the bill must be agreed with the total of the abstract bills cashed during the month. Diffe3rrenceds, if

any, between the total of a detailed bill and the register must be adequately explained.

The detailed bill shall be signed by the Head of the Office and submitted to the controlling officer, or if there be no controlling officer, to the Accountant- General direct, with all sub-vouchers above Rs. 50, his signature to the certificate endorsed on the bill taking the place of the small ones.

NOTE:- The limit of Rs. 50 above which sub-vouchers are required to be submitted to the Accountant –General is subject to alteration by the Comptroller and Auditor –General.

**311.** If, in any month, the monthly proportion of the appropriation has been exceeded, a report of the special circumstances which rendered the excess necessary shall be sent to the countersigning officer with the detailed bill.

### ***Countersignature***

**312.** On receipt of the monthly detailed bill in the Office of the countersignature officer, it shall be review by the countersigning officer with the sub-vouchers, any disallowance with the number of the sub-voucher concerned and explanation of the objection, must be noted on the bill and in the contingent register or such other record as may e kept in the officer of the controlling officer. The countersigning officer shall them record the date of admission, under his initials, sign the bill and dispatch it to the Accountant- General direct with the sub-vouchers for item s for more than Rs. 200 each, his signature to the certificate endorsed in the bill taking the palace of the smaller ones.

NOTE 1:- The term 'items' refers to items of expenditure and not items of charge; for example , a charge for Rs.220 for section-writers would not required to be

supported by a sub-voucher if the amount is made up of sum paid to several individuals none of which exceeds Rs. 200.

The limit to Rs.200 is, however, subject to alteration by the comptroller and Auditor –General

NOTE 2:- In the absence of the countersigning officer, the examination and countersignature of the bill may be performed by some responsible Gazetted Officer authorized by the countersigning officer.

NOTE 3:- A register of contingent expenditure may also be kept in the Office of the Controlling Officer in such form and according to such method as may be settled by a Department of the Central Government or by the Administrator in consultation with the Accountant-General.

NOTE 4:- The detailed bills duly signed by the controlling officer shall be sent to the Accountant-General direct within a on from the date of receipt of such bills in his office.

### ***Disallowances***

**313.** After dispatch of the bill to the Accountant-General, the countersigning officer shall communicate any disallowances to the drawing officer and its amount shall without fail be refunded by short drawing in the next contingent bill presented at eh treasury for the same department of office. The gross amount of each sub-voucher shall be entered in such bills and below the total shall be entered “Deduct disallowed from the bill of .....Rs. ....”, the countersigning officer withdraws his objection, the amount may be redrawn in the next bill presented at the treasury by entering after the total of sub-vouchers “Add amount disallowed from bill of ..... refunded by deduction from contingent Bill No. ...., dated ....., and subsequently allowed as per .....”; the receipt would be for the gross amount, and the items would be re-included in the next monthly contingent bill.

- 314.** Bills for contingent charges requiring countersignature before payment shall be drawn in Form T.R.-33

## **Section IV: Pension Payments**

### ***Introductory***

- 319.** (1) Subject as hereinafter provided, the rules in this section shall regulate the procedure with regard to the payments, in or outside India, of all pensions payable out of the Consolidated Fund of India;

Provided that if in any state a different procedure has been prescribed for the payment of State Pensions, the same procedure may, unless there are any general or special orders of the Government to the contrary, be applied in the making of payments at a treasury of that state of any pensions payable out of the consolidated Fund of India.

- (2) Nothing contained in this rule shall be taken as affecting-

- (i) The provisions of the Pensions Act (23 of 1871), or of any rules made thereunder, or the exercise by the State Governments of such functions of the Central Government under the Pensions Act as may be entrusted to them in consequence of a delegation of function under Clause (1) of Article 258 of the Constitution.
- (ii) The provisions of any rule contained in the Central Civil Services (Pension) Rules, 1972, or of any departmental regulations issued by, or under the authority of, the President, prescribing the procedure for the payment of any pensions payable out of the Consolidated Fund of India.
- (iii) The procedures and conditions prescribed in special orders issued by the Government from time to time for payments, by

authorized Public Sector Banks on behalf of the Government pension's payable out of the Consolidated Fund of India.

**320.** Unless there is anything repugnant in the subject or context, the procedure with regard to the payment at any Central treasury or other office of disbursement of pensions payable by the Government on behalf of , or as an agent of, a foreign Government, local fund or any other authority shall be regulated by the rules in this Section unless there as express orders of the Government to the contrary

**321.** In this Section, except where it is expressly provided other wise or the context requires otherwise:-

“Service Pension” means a pension including provisional pension payable to, or in respect of , a person in consideration of post employment under the Government or the Government of a State either before or after the commencement of the Constitution, and includes a gratuity so payable;

“Political Pension’ means a pension not being a service pension granted or customarily payable to, or in respect of, a person, on political consideration or compassionate grounds or in consideration of distinguished or meritorious services, or on the surrender of right s or emoluments, and includes assignments or compensations payable in the form of fixed allowances or grants.

**322.** Pensions or any other sums payable in respect of contributions to a family pension fund, and any sums payable under the Workmen’s Compensation Act are not subject to the rules in this section.

### ***Place of Payment***

**323.** Subject as hereinafter provided, service /political pensions payable in India may be drawn from any treasury <sup>1</sup>[ or Pay and Accounts Office which was responsible for the payment of last dues or from another PAO of the same Ministry/Department at a different station ] in India or other authorized officer of disbursement or from the office of an Accountant –General performing the functions of pension disbursing office with the consent of,

and subject to such conditions as may be laid down by, the Comptroller and Auditor-General.

NOTE 1:- Service pensions are also payable through authorized Public sector banks.

NOTE2:- <sup>2</sup>[Provisional Pension, payable through the Head of Office shall be drawn by the Head of Office in which the pensioner served immediately prior to his retirement from the pay and Accounts office or an authorized office of disbursement from which the pay and allowances of the establishment are drawn by him. The payment of Provisional pension shall be noted in the Pay bill Register maintained in Form T.R. -22-A

**324.** Deleted.

**325.** Pensioners who retire from the Posts and Telegraphs Department may, subject to any general or special orders issued by the Government in this behalf, draw their pensions from any authorized Post Office in India.

**326.** (1) pensions due to pensioners of Defence Service may be disbursed by one or the other of the following agencies:-

(i) Treasury Officers.

(ii) Pension Paymasters.

(iii) Such post Offices as may be nominated in this behalf by the Director –General, Posts and Telegraphs.

(iv) Authorized Public Sector Banks.

(2) Pensions of Railway pensioners by any of the agencies mentioned in (i), (iii), or (iv) of sub-rule (1) above.

<sup>1</sup>[(3) pension to Ex-Servicemen of Assam Rifles through Sub-Post Officer at Vijay Nagar in Arunachal Pradesh]

**327.** Deleted.

### ***Pension Payment Order***

**328.** (1) Except in the case of Defence pensions which are payable on pension certificate or other authority issued by the Controller of Defence Accounts



(Pensions) , <sup>2</sup> [or in the case of Railway pensions which are payable on Pension Payment Order otherwise in the case of any particular class of pensions, payment of pensions can be made only upon Pension Payment Order issued by the Accountant-General.

(2) In issuing a Pension payment Order, the Accountant- General will-

- (i) Attach to the Order a specimen signature of the pensioner if he can sign his name in English, Hindi or the official regional language, otherwise the thumb and finger impressions of his left hand, or where this is not possible due to physical incapacity, the thumb and finger impression of his right hand, failing which, his toe-impressions, being duly attested by the Head of the Office concerned or by some other responsible persons, and
- (ii) Paste a certificate copy of the pensioner's photograph in passport size on the disburser's portion of the Pension Payment Order Central Civil Services (Pension) Rules, 1972, also of the wife or husband, as the case may be. This requirement will not, however, apply to pardahnashin ladies, persons who are in receipt of family pensions granted under Central Civil Services (Extraordinary Pension) Rules or Rule 55 or the Central Civil Services (Pension) Rules, 1972, persons who hold Government titles, or to any other person specially exempted by the Government from the operation of this rule.

NOTE:- For pensions payable at the Office of an Accountant-General, the purpose of disburser's portion of the Payment Order is served by the Audit Register kept by the Accountant-General in which the necessary particulars relating to each pensioner are entered in full.

**329.** (1) On receipt of a pension Payment Order by an office of disbursement, the pensioner's portion shall be made over to the pensioner after proper identification when he appears to receive his pension for the first time. The specimen signature or the thumb impression, as the case may be, of the

pensioner shall be taken where necessary in the space provided for the purpose in the disburser's portion of the Pension Payment order.

NOTE :- In case where pension is drawn through authorized agent (who have undertaken to indemnify the Government against overpayments) personal appearance of the pensioner is not necessary even on the first occasion.

(2) The disburser's portions of the Pension Payment Orders shall be pasted in serial order in separate files, one for each class of pensions, such as service pensions, political pensions, foreign Government pensions, etc. These files must be kept in the personal custody of the disbursing officer in such a manner that pensioners shall not have access thereto.

NOTE:- Pension Payment Orders should ordinarily be filed in one series for the whole district or circle of disbursement but the Accountant –General may allow filing by sub-treasury or any other series as may be found convenient.

**330.** When a pensioner is specially exempted from personal appearance, the fact shall be noted by the disbursing officer on the Pension Payment Order and in all cases of Non-appearance of a pensioner, a note shall be made on the Pension payment Order of the form in which proof was given, each year, of the pensioner's continued existence, e.g., 'appeared in person on .....,', and the initials of the disbursing officer or of the officer verifying the facts shall be put against the note.

**331.** Disbursing Officer are authorized to renew Pension Payment Orders without reference to the Accountant –General in cases in which pensioner's portion is lost, worn or torn, or the entries on the reverse of either the pensioner's or the disburser's portion are completely filled up. The renewed Pension Payment orders shall bear the old number, date and the name of the issuing officer, the old Pension Payment Orders, if available, shall be <sup>1</sup>[ returned by the disbursing officer to the concerned pensioners for record after prominently stamping them as "renewed and cancelled" on their first and last pages]. A note of the issue of the new

Pension Payment Order shall be made in the “Remarks” column of the register mentioned in Rule 336.

**332.** On the renewal of a Pension Payment Order, the portion of the original order containing the facsimile of the pensioner’s signature or thumb-impression, as the case may be, and the copy of his photograph where kept shall be cut off and pasted on the renewed Pension Payment Order before the latter is signed by the disbursing officer.

<sup>2</sup>**[332-A.** If both halves of a P.P.O. are reported lost in transit due to floods, etc, before commencing payment, the concerned Pay and Accounts Officer will issue a duplicate P.P.O. which would be prominently marked as ‘Duplicate – No payment to be made against Original P.P.O.’ A note to this effect will also be kept by him against the relevant entry in the Register of P.P.Os. issued. Similar note will also be made in the relevant records maintained by the other concerned authorities, i.e., Accountant-General, etc., before forwarding the duplicate P.P.O. (both halves) to the Disbursing Officer. Before commencing the Payment, the following further action will be taken by the disbursing officer:-

- (a) It will be verified from the Register of P.P.Os. (TR-36) that the payment has not already been made to the pensioner on the basis of the original P.P.O.
- (b) A confirmation will be obtained from the pensioner and kept on record that he has not already received any payment against the original P.P.O., he will also furnish an undertaking that he will surrender to the disbursing officer the original P.P.O. if traced out later, and will not claim any payment on its strength.

First payment of pension against the duplicate P.P.O shall in no case be authorized at an office other than the one mentioned in the original P.P.O.]

**333.** In commutation cases, the Accountant-General will issue authority for payment of the commuted value of the portion of the pension commuted along with a communication intimating the date of commutation and the

reduced amount of pension to be 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 to both the halves of the Pension payment Order by the disbursing officer under his attestation, quoting the Accountant General's letter as authority, under intimation to the Accountant-General. After the commuted money is paid, the voucher for the commuted value will be sent to the Accountant-General in a separate schedule. Payments of pension from the date of commutation will be made at the revised rate based on the amended Pension Payment Order.

**<sup>1</sup>333-A.** In cases where revision of pension becomes necessary for some reason(s) the pension will be revised by the concerned Pay and Accountant Officer through a formal letter of amendment to the P.P.O. already issued, indicating revised rate of pension and graded relief due thereon along with the date(s) from which the payment at revised rates is to be made. The amendment letter will be issued under special seal by the Payment and Account officer to the Treasury Officer through the concerned Accountant-General, with a copy to the pensioner after noting the said amendments in the Register of P.P.Os maintained by him. A note will also be kept by the Accountant general in the Pension Audit register before forwarding the amendment letter to the Treasury officer. the Amendments will also be noted in both the halves of the P.P.O. by the Treasury Officer will also be noted in both the halves of the PPO by the Treasury Officer under his attestation quoting as authority, to P.A.O's letter and A.G's endorsement, thereon, in cases where pension is disbursed by him. A note will also be kept by him on the original amendment letter that necessary corrections have been made in both the halves of the P.P.O.

In cases where pension is disbursed by Public Sector Banks, the Treasury Officer will forward the amendment letter to the Paying branch of the concerned Public Sector Banks through the link branch for taking similar action under advice to the pensioner in accordance with the instruction embodied in Para. 18-A of the

‘Scheme for payment of pensions of Central Government civil pensioner by Public Sector Banks’.

The additional amount of Death –cum- Retirement Gratuity, if any, payable due to revision of retirement benefits may also be likewise authored letter issued by the P.P.O. for payment by the Head of Officer in which the pensioner last served, if so desired by him in writing (see Rule 366). However, in cases where recovery on accounts grade relief becomes due as a result of revision of pension, payment on account of additional gratuity will invariably be indicated in the amendment letter to the P.P.O for purpose of adjustment there against. Any amount still remaining unrecovered, may be adjusted against subsequent payments of graded relief due on the revised amount of pension. However, any portion of gratuity actually paid being debatable to a head of account separated from that of pension, will be shown by the Treasury in a separate schedule.

<sup>2</sup>[The payment of net additional gratuity (after adjusting overpaid grade relief) to the recipients of family pension will also be authorized through the amended letter if the pensioner is not alive at the time of payment and the receipt of family pension entitled to receive the entire amount according to the nomination filed by the deceased, if no such nomination exists, or if the nomination fields such as would require the residual amount of additional gratuity to be distributed equally or in specified ratios amongst the legal heirs, the disbursing officer will intimate to the P.A.O (through the prescribed channel) the amount of grade relief over-paid in a particular case supported by a copy of “due and drawn statement” (not to be verified by the Treasury Officer in cases where the payments are made by public sector banks). On receipt of the “due and drawn statement” the P.A.O will work out the net amount of additional gratuity payable for being disbursed to the legal heirs in the required manner through the Head of Office in which the deceased pensioner last served.

In cases where the amount of grade relief over – paid exceeds the amount of additional gratuity specified in the amendment letter, the net amount over –

paid as graded relief will be recovered from the amount of grade relief payable on the family pension.]

**334.** In cases where an anticipatory Pension payment order has been issued by an Accountant -General, the final pension when intimated by the Accountant –General will be noted in both the halves of the Pension Payment Order by the disbursing officer under his attestation, quoting the Accountant –General’s letter as authority. An intimation to this effect may be sent to the Accountant-General simultaneously. Future payments will be made to the pensioner at the revised rate based on the amended Pension payment Order. The voucher of the first payment of the final pension will be sent to the Accountant-General in a separate schedule.

***Payment at sub –Treasuries.***

**335.** When the payment of a pension is authorized at a sub-treasury the sub-treasury officer shall be furnished by the treasury officer with an authenticated copy of the disbursing officer’s portion of the payment Order in English, Hindi, or official regional language of the State with his order of payment at the sub-treasury endorsed thereon. In issuing copies of Pension payment orders aforesaid, the Treasury officer shall reproduce the full orders of the Accountant-General and make the endorsement “Made payable at ..... Sub-treasury with effect from.....”. A similar endorsement shall be recorded over the Treasury Officer’s signature on the disbursing officer’s portion of the Pension Payment Order, so that payment may not be made at the district treasury as well.

**335-A.** (1) An accountant-general may, on an application made by a pensioner, transfer the payment of his pension from any treasury to another treasury in India.

(2) A treasury office may, on an application made by a pensioner, transfer the payment of his pension from the district treasury to a sub-treasury subordinate to the district treasury or from such sub-treasury to another such

sub-treasury or to the district treasury in accordance with the procedure laid down in Rule 335. a Treasury Officer may, on a application made by a pensioner, also transfer that payment of his pension to another treasury within the same state provided the rules of the state Government concerned permit transfers of State pensions under the orders of the Treasury Officer without the intervention of the Accountant-General. In such cases the provisions of the rules of the State Government will be followed.

(3) When a pensioner applies for transfer of payment of his pension from a treasury in India to another, either to the Accountant-General or to the Treasury Officer, the Treasury Officer shall, except as provided in sub-rule (2) above and in cases where the pensioner has so applied to the Accountant General receipt of an authority from him, forward both the halves of the Pension Payment Order to the Accountant-General. Where payments is desired at a treasury outside the state, two slips containing specimen signatures or thumb/great toe –impression, as the case may be, of the pensioner shall also be sent to the Accountant-General along with the Pension Payment order. The accountant-General will either issue an authority for making the payment to the treasury Officer where the payment is desired by the pensioner, if the latter is situated within his audit circle, or move the Accountant-General of the State in which such treasury is located to arrange for the payment.

### ***Register of Pension Payment Orders***

**336.** Each disbursing officer shall keep a register in Form T.R. 36 of the Pension Payment Orders issued on his office, which will serve as an index to the files of orders referred to in sub rule (2) of Rule 329. after seeing that a new order is correctly entered in this register, the disbursing officer shall pt his initials in the column of “name of Pensioner’ and rule a red ink line across the page below the entry, <sup>1</sup>[ ]

NOTE:- In the case of civil pensioners residing in Nepal who apply for transfer of pension from one pension disbursing officer to another, the submission of the pensioner’s half of the pensioner Payment order may not be insisted upon at the

time of effecting the transfer of pension, such transfer being done on the strength of the disburser's half of the Pension Payment Order. The pensioner's half shall be collected by the new pension disbursing officer from the pensioner when he first reports to receive his pension and forwarded to the Accountant –General concerned under intimation to the former pension disbursing officer .

**337.** On the receipt of an intimating about the death of a pensioner, prompt action shall be taken to record the fact in the register and on the disburser's portion of the Pension Payment Order. In the case of pensioners whose pensions are paid by Money Order under Rule 360, the necessary note shall be made on both the portions of the Pension Payment Orders.

**338.** Pension s which are not granted for life by 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 for such Pension 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 condition attached to each pension of this category.

### **Manner of Payment**

#### ***Due date***

**339.** Pensions fixed at monthly rates are payable monthly on or after the last working day of the month to which they relate except in the case of pension for the month of March which shall be paid on or after the first working day of the succeeding month:

Provided that when there is a variation in the rate of a pension consequent on the disbursement of the commute value of a portion thereof pension for the broken part of the month at the original rate may be paid before the end of the month.



EXPLANATION:- For the purpose of this rule, the term “working day” Shall have the same meaning as given in Explanation(1) below Rule 217.

**340.** Deleted.

### ***Payment of claims***

**341.** Save as hereinafter provided and except in the case of any provisional pension payable through Heads of Offices, a pensioner must take payment in person after identification by comparison with the Pension Payment Order.

<sup>3</sup>[Pensions up to Rs. <sup>4</sup>[2,000] per month (exclusive of relief) may, as far as practicable, be disbursed in case at the Treasury at the request of the pensioner even where payments are normally made by cheques.]

NOTE:- the disbursement of Provisional pension drawn by the Head of Office shall be made in the same manner in which pay and allowances are disbursed by him.

**342.** A pensioner specially exempted by the orders of competent authority from persona 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 pension through a representative upon the production of a life certificate signed by a responsible Government officer or by some other well-known and trustworthy person.

**343.** A pensioner who produces a life certificate signed by any person specified hereunder is exempted from personal appearance-

- (i) A person exercising the powers of a Magistrate under the Criminal Procedure code;
- (ii) A Registrar or Sub-Registrar appointed under Indian Registration Act;
- (iii) A Gazetted Government servant;
- (iv) A Police Officer not below the rank of Sub-Inspector in –charge of a Police Station;

- (v) A Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- (vi) A Class I officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or of its subsidiary;
- (vii) A pensioned Officer who, before retirement, exercised the powers of a magistrate;
- (viii) A justice of Peace;
- (ix) A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- (x) A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an Executive Committee of a Village;
- (xi) A Members of Parliament, of State legislatures or of legislature of Union Territory Governments / Administrations.]
- <sup>2</sup>[(xii) Treasury Officer.]

In the case of a pensioner drawing his pension through a public Sector Bank the life certificate may be signed by an officer of a Public Sector Bank. In the case of a pensioner residing abroad and drawing his pension through any other bank included in the Second Schedule to the Reserve Bank of India Act, 1934, <sup>3</sup>[ ] the life certificate may be signed by an officer of the Bank.

A pensioner not resident in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from special appearance.

- 344.** payment of pensions to Police pensioners may be made in accordance with Rules 339 to 366-A , but if the disbursing officer entertains any doubts as to the identity of such a pensioner he may require the local Inspector of Police to identify the pensioner. The Inspector would then be responsible for the correct identification of the pensioner.
- 345.** A pensioner not resident in India may, <sup>1</sup>[ ] draw his pension in India through a duly authorized agent possessing a legally valid power of attorney, who must produce a life certificate on each occasion unless the duly authorized

agent has executed an Indemnity Bond to refund overpayments in which case he has to produce the life certificate at least once a year.

**346.** <sup>2</sup>[Deleted]

**347.** The pension of a person drawn through an authorized agent who has executed a Bond to refund overpayments shall into be paid on account of a period of more than a year after the date of the life certificate last received, and the disbursing officer shall be on the watch for authentic information of the death of any such pensioner and on receipt thereof shall promptly stop further payments.

**348.** When a pensioner is a minor or is for any reason incapable of managing his own affairs and has no regularly appointed manager or Guardian, the collector may, on application by or on behalf of the pensioner, and subject to such conditions as he may impose, declare any suitable person to be the Manager or Guardian for the purpose of receiving, on behalf of the pensioner, the pension due to him and payments of pension may be made to such Manager or Guardian in the same way as to pensioner himself, provide that sufficient proofs are forthcoming at the time of each payment of the pensioner being alive and eligible to receive the pension for the period covered by the payment. Such declaration may at any time be revoked or altered at the discretion of the Collector.

NOTE:- Pension of a person who is certified by a Magistrate to be a lunatic should be paid in accordance with Section 95(1) of the Indian Lunacy Act, 1912.

***Forms of pension bills and connected certificates***

**349.** (1) Save as hereinafter provided in this rule, claims for payment of pensions shall be presented on bills in a form similar to Form T.R.-37, a copy of which will be supplied by the disbursing officer to each pensioner or his agent or representative. The bill must be duly receipted by the pensioner or by some other person authorized to give legal acquaintance on his behalf, and if the pensioner cannot sign his name, his thumb – impression, or where this is not possible due to physical incapacity, his

great toe-impresion shall be taken on the bill, the thumb/great toe-impresion being duly attested by a well-known and respectable person.

Save as provided in sub – rule (2) f Rule 356, the pensioner’s portion of the Pension Payment order must invariably be presented with the bill.

In the case of physically handicapped pensioners who are unable to sign or put their thumb/great toe-impresion and in the case of purdahanashin ladies, acquittance by seal mark attested by some well known and respectable person may be accepted in lieu of signature or thumb/great toe- impresion.

(2) Instead of requiring each individual pensioner to present a separate bill I Form T.R. -37, the disbursing officer may, subject to such general or special instructions as the Accountant-General may issue in this behalf prepare a single bill in Form T.R.-38 for each class of pensions. The receipt of each pensioner appearing personally shall be taken in the column provided for that purpose, while separate receipt in support of payments made at the sub-treasury or on the basis of life certificates shall be appended to the bill, note being made on such separate receipt of the names of the persons actually receiving the pensions disbursed on life certificates. The number of the entry in the bill shall also be entered in all such separate receipts/life certificates.

NOTE:- Separate receipts with their copies (unstamped) duly certified by the disbursing office are required for Hong-Kong, Mauritius, Sri Lankha, Singapore, etc., pensioners; they must not be included in the consolidated receipt.

(3) Pensioners of Defence Services shall present their claims in special forms prescribed by departmental regulations.

(4) Claims for provisional pension sanctioned in respect of a retired Government servant shall be preferred by the Head of Office in which the Government servant was employed immediately before retirement. Such claims shall be preferred separately for each pensioner informs T.R. -37 –B.

**350.** In cases [ other than those specified in Rule 345, 346 and 349 (4)] where the pensioner desires to draw pension through an agent or a

representative nominated by him, a life certificate must accompany every pension claim for the months of June and December. The life certificates shall be signed by a person authorized under Rule 343 and must be dated not earlier than the last day of the month concerned.

### **GOVERNMENT OF INDIA'S ORDER**

**Life certificates to be furnished once a year:-** Pensioner drawing their pension through public sector banks, would be required to furnish a life certificate once a year in the month of November. Officers of Reserve Bank of India and of the Public Sector Banks are authorized to give life certificate for this purpose.

**[G.I., M.F., O.M. No. F. 10 (23)-B(TR)/76, dated the 11<sup>th</sup> June, 1976]**

- 351.** When a pensioner draws his pension through an agent or a 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 to receive payment on his 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 representative in token of having actually received the payment.
- 352.** Where the determination of a pension cannot be fixed for a precise date, and subject to Rule 353, the pensioner's bill must be accompanied by a certificate in Form T.R. -39 duly signed by a person authorized to sign life certificate under Rule 343.
- 353.** <sup>1</sup>[A declaration in Form T.R.-40 shall be obtained half –yearly from all recipients of family pension whose pension is terminable on their marriage or remarriage. However, in the case of widow recipients, the prescribed declaration will be obtained only once at the time of making first payment of family pension.]

Every pension disbursing officer shall submit to the Accountant-General concerned a statement showing particulars and date of last payment of pensions in receipt of the case of failure to furnish the above declaration in the months of January and July.

353-A. Retired Class I officers are required to furnish half –yearly a declaration the prescribed form about acceptance/ non –acceptance of commercial employment within two years from the date of their retirement and also about acceptance/non –acceptance of any employment under any Government outside India.

<sup>2</sup>[ In cases where the commercial employment has been accepted within two years from the date of retirement without obtaining Government 's while according approval, have been violated at any time within two years from the date of retirement or employment under any Government outside India or under an International Organization of which the Government of India is not a member has been accepted, the disbursing officer, on the basis of the declaration furnished by the pensioner will seek orders of the Government through the concerned Accounts officer, before making further pension payments.]

**354.** A certificate of non-employment/re-employment as printed on the form of Pension Bill (t.R.-37) shall be obtained from all the pensioners and family pensioners yearly, in the month of November each year, if a Pensioner/ family pensioner is re-employed/employed in a Government department/office or a Government company, Corporation, autonomous Body or society set up by a Central or state Government or Union Territory or a Local Fund, he must furnish the necessary particulars with regard to his/her re-employment/employment as enjoined in the above certificate. The pensioner shall, of his own, intimate the fact of his taking up re-employment/employment to the pension disbursing authority, immediately on his doing/ having done so, without waiting for the month of November when the submission of yearly certificate would normally become due. The disbursing office shall suspend the payment of relief to him/her from the date such re-employment/employment. After the spell of re-employment/employment

cease, payment of relief will be resumed by the disbursing officer.]

354-A.(1) In case of death of a pensioner governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972, the Treasury Officer will start paying family pension to the widow(er) on receipt of death certificates and an application in Form T.R. – 40 –A for the grant of family pension to her/him and will also send an intimation in this regard to the Accountant-General in Form T.R. -40-B. Provisional family pension, where payable through the Head of Office, shall be drawn by the Head of office in which the Government servant was serving immediately before his/her death, in Form T.R. -37-Bat the treasury, or an authorized office of disbursement or the office of an Accountant-General at which the pay the allowances of the establishment are drawn by such Head of Office.

NOTE.— The relevant provisions for the drawal and disbursement of provisional pensions to the pensioners by the Head of Office will apply mutatis mutandis for the drawal and disbursement of provisional family pension, in terms of this rule, by the Head of Office, where necessary.

1[2] In case a report about the death of a pensioner is first received from a source other than the widow(er), the Treasury Officer shall after satisfying himself about correctness of the report, write to the widow(er), at the address given in the P.P.O., seeking compliance with the prescribed formalities, so that payment of family pension to the entitled person(s) is commenced early.]

### ***Payment of Pensions on behalf of foreign Governments***

**355.** The payment in rupees of pensions authorized by Foreign Governments for payment in India shall be regulated by such general or special instructions as may be issued by the Government in this behalf.

***Checks to be applied by the Disbursing Officer***

**356.** (1) On appearance of a pensioner claiming payment of pension, his personal marks shall be checked by the disbursing officer and the signature to the receipt shall be compared with the facsimile of the signature taken on the disburser's portion of the Pension Order. If the pensioner cannot sign his name, his thumb/great toe-impresion on the receipt shall be compared with the original impresion taken on the order. In cases of doubt, on payment may be made on the strength of the resemblance between the pensioner and his photograph, where one is pasted on the disburser's portion of the Pension Payment Order, pending financial settlement of any questions which may arise about identification marks, signature or ginger impresions

(2) A pensioner drawing pension for the first time shall be required to produce his personal copy of the letter of the Accountant-General forwarding his Pension Payment Order to the Treasury Officer, and his signature or thumb/great toe- impresion on the bill shall be compared with the specimen signature or thumb/great toe-impresion received with the Pension Payment Order.

**357.** When a pensioner draws his 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 has any suspicion, shall refer it to the pensioner before payment.



NOTE.—In so far as the disbursing officer is concerned, the authority of a person to receive payment of pension on behalf of a pensioner shall be deemed to remain unimpaired until its termination, by the death of the pensioner or otherwise, becomes known to the disbursing officer.

**358.** In view of the special risk of fraud involved in the payment of pensioners of 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 pargana.

#### ***Record of payments***

**359.** (1) Every pension payment must be entered on the reverse of both the portions of the Pension Payment Order and attested by the signature of the disbursing officer.

(2) In the case of pensions paid at sub-treasuries to which only a copy of the order with the Treasury Officer's order thereon is supplied under Rule 335, the Sub-Treasury Officer shall make the entry on the pensioner's portion of the Order and on his copy, while the Treasury Officer shall, form the connected voucher, make the necessary note on the Original copy of the Order.

**359-A.** In the case of provisional pensions drawn and disbursed by the Head of Office, he shall inform the Accountant –General of the particulars of the payment actually made by him as soon as the payment is made.

**360.** The payment of pensions may be made by Postal Money order at the option and expense of the pensioner. Where this mode of payment is adopted, the following procedure shall be observed:-

- (i) A pensioner who elect to have his pension paid by Money Order should present in person to the Treasury Officer a declaration in that effect with his copy of the Pension Payment Order. The Treasury Officer should then identify the pensioner as laid down in Rule 356. Thereafter he should paste the declaration and both the portions of the pension Payment Order in a separate file titled 'pension Payable by Money order'.

NOTE 1:- where due to old age or infirmity or in consequence of some physical disability, the pensioner is not able to present such declaration in person, the Treasury officer may accept a written declaration signed by the pensioner and duly verify by any person authorized under Rule 343 to sign a life certificate. The person verifying the declaration shall specify the circumstances in which he holds that the pensioner is unable to present the declaration in person.

NOTE 2:- Should the pensioner be physically incapable of signing the declaration the Treasury Officer may authorize payment on able to present such declaration, the Treasury Officer may accept a written declaration signed by the pensioner and duly verified by any person authorized under Rule 343 to sign a life certificate. The person verifying the declaration shall specify the circumstances in which he holds that the pensioner is unable to present the declaration in person.

- (ii) In order to facilitate, as far as practicable, receipt by the pensioner of his pension on the first of the next month, the Treasury Officer should arrange remittance of pensions through Postal Money Order, during the last week of the month to which the pension relates, superscribing the same as "Not payable before the first proximo". However, in respect of pensions for the month of March, such remittance should

be arranged on or after the first day of April, but not later than 10<sup>th</sup> of April.

(iii) The amount to be remitted in each case will be the amount of pension, less the Money Order commissioner. The Treasury Officer shall make corresponding payment entries in both the halves of the Pension Payment Orders. He should sign the Money Order form and initial the entries in the pension Payment Orders after carefully comparing the three documents.

NOTE:- 1[ Pension up to Rs. 2,250 (Rupees two thousand two hundred and fifty only) ] per month plus relief on pension admissible from time to time may, at the request of the pensioner, be remitted by Postal Money Order at the cost of Government with effect from the pension payable for the month of July, 2005. In case of pensioners who retired prior to 1-4-2004, the term 'pension' would include the Dearness Pension (merged with pension in terms of Government of India, Ministry of Finance, D/o. Expenditure O.M. No. 105/1/2004 IC, dated 1-3-2004).

The money order commissioner charges will be shown as a distinct item in bills and debited to the minor head "Other Expenditure" under the "Major Head-2070—Pensions and other Retirement Benefits".

(iv) In order to minimize the risk of fraud, the treasury Officer should compare the signature on the Money Order receipt every month with the pensioner's signature on the disbursing portion of the Pension Payment Order. The Treasury Officer should also satisfy himself once a year, in such a manner as he thinks desirable, that the pensioner is actually alive. In token of having done so, he must endorse on the schedules of payments for the month of April each year a certificate to the effect that he has satisfied himself that the pensioners were alive on the dates on which the pensions were remitted to him.

2[ NOTE:- Where due to old age or infirmity or in consequence of some physical disability, a pensioner is unable to appear in person if so required, the Treasury Officer will not insist upon his personal appearance (before him to satisfy himself that the pensioner is alive) and may accept in lieu thereof a life certificate duly signed by any of the authorities specified in sub-rule (1) of Rule 343. The authority signing the life certificate shall specify therein the detailed reasons, i.e., nature of sickness, etc., due to which the pensioner has not been able to present himself personally for the purpose of annual verification.]

(v) Before remitting the pension, the Treasury Officer should obtain from the pensioner, the declaration required, if any, under Rule 353.

(vi) The Collector should arrange with some village or official or other suitable subordinate agency, such as the police for reporting promptly to the Treasury Officer the death of a pensioner whose pension is paid by Money Order.

(vii) It will not be necessary to prepare separate pension bill for such payments. The payments should be shown in a separate schedule which will serve as a voucher. A certificate in the following form in the Treasury Officer's own handwriting should be endorsed on the schedule.

“Certified that I have satisfied myself that all payments noted in the schedule have actually been remitted by Money Order.”

(viii) In the schedule for January and July each year, an additional certificate in the following form should be added:-

“Certified that—

In all case, where determination of pension cannot be fixed for a precise date, I have obtained the certificates in Form T.R. -39 or the declarations in Form T.R. -40, as the case may be.”

(ix) In the schedule for the month following the month of payment, the Treasury Officer should furnish the following certificate:-

“Certified that I have satisfied myself that all pensions included in the schedule for the previous month have been paid to the proper persons and that I have obtained all Money Order receipts in support of these payments and filed them in my office.”

(x) The amount to be remitted by Money Order should be adjusted by transfer credit to the post Office in accordance with the procedure prescribed in Rule 198.

**361.** The provisions of Rule 360 cover payments of all service pensions, including provisional pensions, family pensions or provisional family pensions and are also applicable to political pensions. The procedure laid down may be followed *mutatis mutandis* to pension’s payable at a sub-treasury or any other disbursing office.

NOTE:- Provisional pension drawn by the Head of Office may be paid by Bank Draft, if so desired by the pensioner.

### **Maintenance of Register of political Pensions**

**362.** (1) Every disbursing officer shall maintain a register of political pensions payable by him, showing for each pension separately—

- (i) origin and nature of the pension and the ground on which it was sanctioned;
- (ii) the amount and period of payment;

- (iii) the orders of competent authority sanctioning payment;
- (iv) the name and residence of the pensioner, with specification of shares, if any;
- (v) reference to the register of Pension Payment Orders.
- (vi) Whether tenable for life only; or it is heritable, the manner and extent to which it will descend, with quotations of orders affecting it;
- (vii) Any special condition attached to the grant of the pension;
- (viii) Any other matter worthy or note in connection with the pension.

**363. Deleted.**

**364.** In case in which political pensioners are exempted from personal appearance, the disbursing officer shall, if he entertains any doubt which he has not convenient means of removing, refer the case to the Government through his immediate superior for orders, but payment of the pension may not be suspended pending the result of such reference.

***Payment of Commutation Money***

**365.** The payment of the commuted value of a portion of a pension can be made upon the authority issued by the Accountant –General only to, and upon the receipt of the person legally entitled to receive it, and not otherwise.

***Gratuities***

**366.** Save as hereinafter provided, gratuities shall not be paid except on an authority received from the Accountant-General, to whom the sanction is communicated by the sanctioning authority or by another Audit Officer Payment can be claimed on the letter of authority itself and no separate bill is necessary; it shall be made in the same manner as laid down in Rules 607 and 609 in relation to Provident Funds;

Provided that the payment of gratuities may be made, without the personal appearance of the gratuitant, through an authorized agent, including a bank, who shall be required to give the Government, separately in respect of each payment, a bond of Indemnity, duly stamped in the following form:-

“In consideration of our being authorized to draw the gratuity of ..... (name of gratuitant)..... In accordance with Gratuity Payment Order No....., dated....., issued by the Accountant-General,....., we the..... (name of Bank or agent)..... Hereby engage ourselves to refund to the Central Government, on demand, any overpayment that may be made to us on this account.”

NOTE:- When at the option of the gratuitant, balance of gratuity is to be drawn by the Head of an Office, he shall do so by presenting a bill in Form T.R.-37-A and shall furnish to the Accountant-General, within a month of the date of drawal, certificate of disbursement.

366-A.(1) Provisional gratuity sanctioned by a competent authority in respect of retired Government servant shall be drawn separately for each gratuitant by the Head of the Officer in which he last served in Form T.R. -37-B, and disbursed to the gratuitant.

(2) The provision of sub-rule (1) above will apply mutatis mutandis to the drawal and disbursement of provisional Death-cum-Retirement Gratuity payable to family of a Government servant who died while in service.

**367.** (1) On the first appearance of a pensioner on or after the first of April each year, the disbursing officer shall, except in the case of pensioners whose specimen signatures are attached with the Pension payment Order, take

an impression of the thumb and all the fingers on 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 the pension Payment Order or in the Audit register, as the case may be. Identification shall also be made by an examination of the impressions given on the bill with those attached to the Pension Payment Order or kept in the Audit register 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.

The provisions of this sub-rule with regard to the taking of the thumb and finger impressions of pensioners and the examination of such impressions for purpose of identification may be relaxed or modified by the disbursing officer.

(2) Purdahnashin ladies and illiterate pensioners must give a thumb-impression of pensioners on their bills in the presence of the person who signs the life certificate, or in the case of illiterate pensioners who personally attend the paying office, before the disbursing officer.

**368.** In all cases referred to in Rules 342, 343 and 348 the disbursing officer 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. For this purpose, the disbursing officer shall, save in cases of exemptions from personal appearance allowed by orders of competent authority, require the personal appearance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so appearing and in all cases where such inability may be alleged, he shall require proof thereof in addition to the proof submitted of the pensioner's existence. The



disbursing officer is personally responsible for any payment wrongly made, and in all cases of doubt, he must consult the Accountant-General.

EXPLANATION:- In a case where pension claim submitted by a pensioner is supported by a life certificate signed, under Rule 348, by a Gazetted Officer whose specimen signature is on record with the Treasury Officer, or by a Government Officer exercising the powers of a Magistrate under the Criminal procedure Code, or by a Registrar or Sub-registrar or Sub-Registrar appointed under the Indian registration Act, under their respective seals of office, personal appearance of the pensioner at the Treasury will not be insisted upon. The Treasury Officer will be competent, however, in all cases of doubt, to obtain proof of the existence of the pensioner independent of that furnished by the life certificate.

1[ NOTE 1.— The disbursing officer may, at his discretion and for reasons to be recorded, privately identify and verify the continued existence of a pensioner, and dispense with his personal appearance prescribed in this rule but this power shall be exercised only in special cases such as of those who held high offices before retirement.

NOTE 2.— The provisions of this rule do not apply to cases governed by Rule 360;

### ***Undrawn pensions arrears***

**369.** [ (1) Unless the Government by general or special orders direct otherwise, a pension remaining undrawn for more than a year, shall cease to be payable by the disbursing officer. If the pensioner afterwards appears or a claim is presented on his behalf, the disbursing officer may resume the

payment of monthly pension accruing thereafter, but the arrears can be paid to paid –

<sup>3</sup>[ (i) by the disbursing officer himself, if the amount in arrears does not exceed Rs. 10,000 with the previous sanction of the Collect of the district in which the pension payment office is located, if the arrears exceed Rs. 10,00 but do not exceed Rs. 20,000 provided that, in both the cases, arrears do not represent pension to be paid for the first time,] and

(ii) in all other case, with the sanction of the Head of Department of the office by which the pensioner's pension case was finalized:

Provided that if, in any cases where civil pension remains undrawn for three years or more, in the case of a service pension, or six years, or more in the case of a political pension, neither can monthly pension payment be resumed, nor arrears could be paid, without the authority of the Accountant-General.

However, in cases where civil pension is paid by departmentalized Pay and Accounts Officer, the arrears may be paid by the officer, after obtaining the approval of the Chief Controller/Controller/Deputy Controller of Accounts-in-charge of the accounting organization. The Chief Controller/Controller/Deputy Controller of Accounts, while according his approval, will consult the relevant records, viz., the six monthly statements and the disbursing officer's portion of the PPOs sent to him by the Pay and Accounts Officer in terms of Note below rule 371.

NOTE1.— If the suspension of payment is attributable to error or neglect by any Government Officer, the Accountant-General may direct payment of the arrears on his own authority. However, in cases where pension is paid by the pay and accounts Officer, the arrears may be paid by that officer with the approval of the Chief Controller/Controller/ Deputy Controller of Accounts-in charge of the

accounting organization in the Ministry/Department/Union territory Administration with separated accounts organization.

NOTE2.— The powers of the collector in regard to payment of the arrears will be exercised by the Chief Controller/Controller of Accounts of the Ministry/Department or by a Deputy Controller who acts as head of the accounting organization, in cases where the pensions are paid by a Pay and Accounts officer of a Ministry/Department/Union Territory Administration with separated accounts organization.]

(2) A gratuity payment order shall remain in force for one year only and no such order shall be retained in a disbursing office if payment has not been made on it within a year of its issue.

#### ***Death of Pensioner***

**370.** (1) Subject to any rule or order made by the Government in this behalf, the payment of arrears of pension due in respect of a deceased pensioner shall be regulated by the following rules:-

(a) Pension can be drawn for the day of Pensioner's death: the hour at which death takes place has no effect on the claim.

(b) On the death of a pensioner, payment of any arrears actually due may be made to his heirs, provided that they apply within one year of his death; they cannot be paid thereafter without the sanction of the competent authority to be obtained through the Accountant-General; Provided that if the arrears do not exceed Rs. 500 and the case presents no peculiar features, the Accountant General may pass the arrears on his authority.

(c) Subject as provided in the preceding clauses, the provisions of Rule 283-C shall apply to payment of arrears of pensions due in respect of

a deceased pensioner, as they apply to payment of arrears of pay and allowances due in respect of a deceased Government servant except that, in the event of the pensioner's death after commencement of payment of pension, the power vested in the Head of the Office under Clause (a) of sub-rule (1) of Rule 283-C shall be exercised by the Collector of the district in which the treasury in location

<sup>1</sup>[(d) In cases where pension is paid by a Payment and Accounts office life- time arrears of Pension, if any, not claimed within one year of pensioner's death shall be paid in the manner and under orders of the authorities as specified in Rule 283-C]

NOTE:- The arrears due in respect of a deceased pensioner who , immediately before his death, was being paid provisional pension through the Head of Office, shall also be payable in accordance with the provisions of this rule of finalization of the pension claim.

(2) 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 such order has been issued, the copy of the order in which the sanction to the pension was communicated to the pensioner or the heir.

(3) After payment of the arrears of Pension, both portions of the Pension Payment Order shall be returned to the Accountant-General, with a report of the date of the death of the Pensioner, except in the case of the Pensioners governed by Rule 54 of the Central Civil Services (Pension Rules, 1972, in which case the pensioner's portion of the order will be returned to the widow(er) and the disbursing officer's portion will be retained by the Treasury Officer.

### ***Reports to the Accountant- General***

**371.** Every pension disbursing officer shall submit to the Accountant-General concerned every six months a statement of cases of failure to draw Pensions. The statement shall be prepared in two Parts., one part showing the names of all pensioners who have not drawn their pensions for six years or for three years, according to the pensions are classed as political pensions or other than those included in the first part, who have not drawn their pensions for more than one year. The reason for the non-drawal, if known, shall be stated against each name.

The disburser's portions of the Pension Payment Orders of all pensioners whose name are included in Part –I of the statement, as also of deceased pensioners where the arrears of pensions due are not claimed within one year of the pensioner's death shall be returned to the Accountant-General along with statement. The disbursing officer shall sort out such cases by examining the file of pension payment orders every month.

<sup>1</sup>[NOTE:- In cases where the pension is paid by a departmentalized Pay and Accounts Office including that belonging to a Union Territory Administration with a separated accounts organization, the six monthly statements and disburser's portion of PPO shall be forwarded by the Pay and Accounts Officer under this rule to the Chief Controller / Controller/ Deputy Controller of Accounts –in – Charge of the accounts organization.]

371-A. 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 disbursing officer to the Accountant-General after making the last payment and with a note recording the reasons for cessation of the pension payment.

**372. Deleted.**