

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (PSC) DEPARTMENT**

CIRCULAR MEMO. No. 10393-A/79/PSC/2005 DATED: 19 -10-2005

Sub: Pensions - Disbursement of Pension through Banks –
Obtaining Life Certificate and Other Certificates from
the Pensioners – Certain instructions – Issued.

Ref: 1) G.O.Ms.No.1, Finance (PSC) Department, dt.2.1.2001.
2) DTA Lr.No. D2/15641/2004, dated 1.10.2004.
3) Representations received from State Pensioners Central
Association dated 4.4.2005 & 3.5.2005, and Pensioners
Samaj dated 14.9.2004 & A.P. State Govt. Retd. Employees
Association.

In the G.O.1st cited, orders were issued to the effect that, all the pensioners have to submit the Life and Other Certificates to Sub-Treasury Office/Assistant Pension Payment Office either in person or through registered post or through the Paying Bank Branch where the pensioner is drawing the pension as per the choice of the pensioner. If these Certificates are submitted in a Paying Bank Branch, the Bank in turn will forward the same to the Sub-Treasury Officer/Assistant Pension Payment Officer concerned.

It is observed that as per S.R. 79(a) under T.R.16 of A.P. Treasury Code Vol.I. personal appearance is insisted upon. This is popularly known as “Mustering of Pensioners,” because certain cases of fraudulent payment of pensions came to the notice of the Government. Accordingly, the Treasury officials are insisting for the personal appearance of all the pensioners, even those who are 75 years of age and above.

The Director of Treasuries and Accounts in his letter 2nd cited above, informed that the Pensioners’ Associations have accepted for identification of the pensioners once in a year in addition to the submission of Life Certificate. They also opined that the nomenclature of “Mustering” may be modified to “Identification of Pensioner.”

The Director of Treasuries & Accounts has strongly recommended for this annual identification of pensioners. The Pensioners’ Associations also requested to exempt very old pensioners above 75 years of age from personal appearance before the Treasury Officials.

The Government after careful examination of the matter hereby issue the following instructions:-

I. a) The Life Certificate shall be henceforth called “Pensioners’ Annual Verification Certificate”.

b) This Certificate shall carry pensioner’s photograph, latest residential address and in the case of family pensioner, they shall invariably produce remarriage and non-employment certificates and the date of birth.

c) Modified formats for this certificate, for service and family pensioners, are appended to this Circular Memo as Annexures I & II.

d) In the months of November & December every year, the District Treasury Officers at the District level, the Sub-Treasury Officers at the Sub-Treasury level, the Assistant Pension Payment Officers in the Twin cities, shall fix the date and time for the pensioners,(those who are below 75 years of age) to come to their offices to physically submit their Annual Verification Certificate and the above officers shall certify the identification of the pensioners.

e) This day shall be called “The Pensioners’ Annual Verification Day”.

II. In the case of very old pensioners above 75 years of age and those who are ill or invalid, a Team consisting of the Officers of the District Treasury and Mandal Revenue Officers at the District level, Officers of the Sub-Treasury and Mandal Revenue Inspectors at the Mandal level and Asst. Pension Payment officers and Mandal Revenue Inspectors in the Twin cities, shall visit those pensioners and then certify about their identification. In this connection, the instructions issued by Revenue Department vide their Memo. No. 24041/Ser.III.1/05-1, dated 5.7.2005, shall be followed scrupulously by the Officers concerned. Such of those pensioners above 75 years of age who are active, their identification shall be done at a central convenient public place such as Community Hall / School etc. These pensioners shall also submit their grievances if any to the officials who come to identify the pensioners.

The entire exercise as explained above should be completed within the months of November and December every year.

III. a) The pensioners shall submit their grievances, if any also to the officers concerned on this day of verification.

b) These grievances shall be examined in detail by the Sub-Treasury Officer/District Treasury Officers/Assistant Pension Payment Officers concerned and settled by informing the pensioners on the day fixed for this purpose called "Pension Adalat Day" which shall be conducted twice a year, preferably in February and September of every year. On this day, representatives of Accountant General in Twin Cities and from the State Audit Department in the Sub-Treasuries and District Treasuries would also be invited to participate. In case of ill/invalid pensioners above 75 years of age, their grievances will be settled and informed to them by post by the Officers concerned.

IV. The Pensioners who live abroad shall produce the Annual Verification Certificate through the Indian Consulate which shall be accepted by the Pension Payment Officer/Pension Disbursing Officers.

V. When the death of the pensioner / family pensioner takes place, the Gram Panchayat Secretaries and the Municipal Authorities shall ensure that the information is furnished immediately to the District Treasury Officer/Sub-Treasury Officer and in the case of Twin cities to the Joint Director O/o Pension Payment Office. The report should contain P.P. O.No. & Name of the Treasury/APPO.

In this connection, the instructions issued by MA&UD Department vide their Memo.No.11129/A2/2005-1, MA&UD Department, dated 24.5.2005 and the instructions issued by the P.R. Department vide their Memo No.7731/Mdl.II/A2/2005-1, PR &RD Department, dated 4.6.2005 shall be followed scrupulously by the Officers concerned.

RANJEEV R ACHARYA
SECRETARY TO GOVERNMENT

ANNEXURE - I
PENSIONER'S ANNUAL VERIFICATION CERTIFICATE

Photo of the
Pensioner

1. Nature of Pension
2. Name of pensioner
3. S/o, W/o, D/o
4. Date of Birth
5. P.P.O. No.
6. Name of Bank
7. Bank Account No.
8. Re-employment/employment particulars:
 - a) Name of the Office
 - b) Date of employment/re-employment
 - c) Tenure
 - d) Total emoluments drawing
9. Certified that he/she is not drawing any other Pension
10. Certified that he/she is drawing other Pension through P.P.O. No.
11. Remarriage particulars:
 - a) Date of remarriage
 - b) Name of the spouse
12. Present Residential Address:

Phone No.

Certified that I have seen the above pensioner as on _____ and he/she is alive on this date. The particulars furnished above are true to the best of my knowledge.

Left Hand thumb
impression of the pensioner
OR

(Signature of the Pensioner)
Signed before me

Signature of the Treasury Officer
STO/ATO/APPO
Name and Seal

Signature of the
Gazetted Officer

ANNEXURE - II
FAMILY PENSIONER'S ANNUAL VERIFICATION CERTIFICATE

Photo of the
Family
Pensioner

1. Nature of Pension
2. Name of pensioner
3. S/o, W/o, D/o
4. Date of Birth
5. P.P.O. No.
6. Name of Bank
7. Bank Account No.
8. Re-employment/employment particulars:
 - a) Name of the Office
 - b) Date of employment/re-employment
 - c) Tenure
 - d) Total emoluments drawing
9. Remarriage particulars:
 - a) Date of remarriage
 - b) Name of the spouse
10. Certified that he/she is drawing other Pension through P.P.O. No.
11. Certified that he/she is not drawing any other Pension
12. Present Residential Address:

Phone No.

Certified that I have seen the above pensioner as on _____ and he/she is alive on this date. The particulars furnished above are true to the best of my knowledge.

Left Hand thumb
impression of the pensioner

OR

(Signature of the Pensioner)
Signed before me

Signature of the Treasury Officer
STO/ATO/APPO
Name and Seal

**Signature of the
Gazetted Officer**