O/o Director of Treasuries and Accounts
Telangana, Hyderabad.

Circular.Memo No.H4/4511/2023 **Dt . 02-04-2025.**

Sub: Public Services - T & A Department – Communication of A) Check list for disbursement of pensions B) Pension master check list–Instructions issued - Regarding.

Read: 1. Govt., Memo No.2633/227/A2/HRM.V/2023, dt: 14.09.2023.
2. This office Memo No.H4/4511/2020-3, Dt.22-09-2023.
3. Govt. Memo.No.2120633/184/A2/HRM.V/2023,dt:19.09.2023 Fin(HRM.V) Dept.
4. Govt Circular Memo.No.1260972-A1/HRM.V/2021, dt: 19.07.2022.
5. Meeting with the CEO, WAQF Board on 27.03.2025.

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Attention of the Joint Director, Pension Payment Office, Hyderabad and all DDs/DTOs of the Districts is drawn to the reference cited.

Vide reference 1st cited, the Government has issued instructions for conducting a 100% audit of all pensions as regards the correctness of the eligibility fixation, revision, quantum and other aspects. The same was communicated to all the District offices including JD PPO Hyderabad vide reference 2nd cited.

It is instructed that, the check list (Annexure A) for disbursement of pension is herewith communicated to follow and verify the pension payments according to the checklist scrupulously to avoid fraudulent payments deviating which they will be held personally responsible.

Further, the below instructions are given to all the unit officers:

a) The pension Master Check List (Annexure B) to be verified, filled and attached to each PPO for all pensions. The check list shall be signed by the concerned Senior Accountant and Sub Treasury Officer/ APPO/ATO without fail.

b) These checklists will be verified by the DTA Inspection team during their inspection. To facilitate it, the above Annexure A& B will be included in the Treasury Procedure of DTA inspection Audit reports.

c) The Treasury officers should accept the AVCs submitted through messenger or by post only if the employee ID's are mentioned on the attestations done by the Government officer within the Districts only. The AVC's submitted with attestation shall be verified personally by the ATO's in the Divisional Sub Treasuries and District Treasury Offices and APPOs. Only after confirming the genuinity, they shall accept it for disbursement of pension.

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d) All Pension cases aged 75 and above, shall submit the Annual Verification Certificates physically to the concerned Treasury Office in the Districts/ Pension Payment offices in the Twin Cities. 100% physical verification shall be done before accepting AVC's of the age group 75 and above. Utmost care shall be taken in accepting AVCs submitted physically.

e) Payment of family pension to the childless widow under category I A (ii) and on re marriage shall be ceased from the date of acquiring a child after her remarriage as per Govt memo 3rd cited.

f) Payment of family pension especially under category II of G.O 315 shall be sanctioned as per Government Circular memo 4th cited, following the dependency criteria i.e. on or before the death of service pensioner.

g) Vide reference 5th cited, a meeting with CEO, WAQF board was held on 27.03.2025 for stopping litigations and fraudulent pension sanctioned by the Pension Sanctioning Authority and authorized by the agencies(DSA & AG TG) based on the WAQF Board issuing of Marriage and Divorce certificates.

i) During the meeting, it was informed by the CEO, WAQF board, that in most of the cases of Divorce, the individuals will be given maintenance and shares in properties. Hence, all the DTOs/DDs/JDPPO are instructed to send for verification all the pension cases disbursing under category II of 315 G.O. i.e unmarried women, widow women and divorced women without stopping Monthly Pension.

ii) For all the new cases, DDs/DTOs and JD PPO shall refer for the verification on genuinity of the certificates to the CEO, WAQF Board without fail, pension shall be disbursed only after confirmation from them.

It is instructed that, for all **newly** sanctioned and authorized pension including (i) minor pension, (ii)disabled pension, (iii)pension to parents in case of unmarried Government employee son / unmarried Government employee daughter, (iv)unmarried daughter, (v) widow daughter and (vi) divorced daughter **the pension shall be disbursed only at the last working station of the retired / deceased employee**.

It is also instructed that, the DDs/DTO and JDPPO will not disburse the pensions without availability of physical PPOs in their offices. In case of non-availability of physical PPOs, the disbursement shall be done by obtaining, (1) from the pensioner the copy of the pensioner half (2) Master register(Form 81) (3) communicating a letter for duplicate PPOs along with Descriptive Rolls from authorising agencies Accountant General Telangana, Local fund or Zilla Parishad in the districts. It is also instructed to maintain all the pension disbursement registers i.e., Time limit register, CVP Register, Gratuity register, Change watch register, Arrears register etc and also any other registers as and when required for the effective monitoring of disbursement of pension.

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Encl: i. All the references cited

ii. Annexure A -Check list for disbursement of pensions

iii. Annexure B –Master Check list for all types of pensions.

Sd/- KSRC Murthy

Director of Treasuries and Accounts

To

The Joint Director, Pension Payment Office, Hyderabad.

All D.Ds/A.Ds of all the districts of the state.

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Junior Accounts Officer

Annexure A - Check list for Disbursement of Pensions:

Category I

I. **Service pension**
II. **Family pension**
III. **Minor pension**
IV. **Physically challenged / Mentally retarded**
V. **Parents of Unmarried Government Servant**

Category II

I. **Unmarried daughter**
II. **Divorced daughter**
III. **Widow daughter**

I) **SERVICE Pension :-**

- Anticipatory pension and gratuity **except** Annexure III.
- Bank option form (original)
- Aadhaar Card
- Bank passbook (1st page with clear a/c and ifsc no.)
- Revenue stamps(25)
- Voter id
- Employee id
- PAN card

II) **Family Pension**

- Anticipatory pension and gratuity including Annexure III
- Bank option form (original)
- Aadhaar Card
- Bank passbook (1st page with clear a/c and ifsc no.)
- Revenue stamps
- Voter id
- Employee id
- PAN card

III) **MINOR PENSION:-**

- No Income Certificate by revenue authorities at the time of first payment of pension in the initial payment
- Death certificates of mother and father
- Anticipatory form duly declaring, Non-Employment, with State Govt attestation with Employee id
- Bank option form with Bank manager sign and seal
- Aadhar cards of all legal heirs with self attestation
- Aadhar card, Pan card, Voter id card, Bank passbook, Xerox of the applicant with Gazetted attestation
- Cancellation certificate of old PPOs.
- List of family members/ Legal heir certificate issued by the revenue authorities.
- No objection from legal heirs on Bond paper / Affidavit
- Date of Birth proof Birth certificate or SSC memo)

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- Guardianship certificate.

- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

IV) PHYSICALLY CHALLANGED / MENTALLY RETARTED:-

- No income Certificate by the revenue authorities at the time of first payment of pension
- Death certificates of mother and father
- Anticipatory form duly declaring, Non-Employment, Non-Marriage in case daughter with State Govt attestation with Employee id of the officer
- Bank option form with Bank manager sign and seal
- Aadhar cards of all legal heirs with self attestation (pan card)
- Aadhar card, Pan card, Voter id card, Bank passbook, Xerox of the applicant with Gazetted attestation
- Cancellation certificate of old PPO
- List of family members/Legal heir certificate issued by the revenue authorities.
- No objection from legal heirs on Bond paper / Affidavit
- Disability certificate from the concerned Civil Surgeon, Medical and Health Dept. for Disability & certificate of non earning capacity from the Pension Sanctioning Authority.
- Declaration of physically / mentally retarded persons eligible for Family pension if any
- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

V) PARENTS OF UNMARRIED GOVT EMPLOYEE

- Anticipatory form duly declaring no other pension, non employment.
- List of family members/Legal heir certificate issued by the revenue authorities.
- Bank option form (original)
- Aadhaar Card
- Bank passbook (1st page with clear a/c and ifsc no.)
- Revenue stamps
- Voter id
- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

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Category II

VI) UNMARRIED DAUGHTER:-

- No income certificate and non employment certificate by the revenue authorities at the time of first payment of pension
- Death certificates of mother and father
- Anticipatory form duly declaring no DR non employment, non marriage with state govt attestation with employee id
- Bank option form with bank manager sign and seal
- Aadhar cards of all legal heirs with self attestation (pan card)
- Aadhar card, pan card, voter id card, bank passbook Xerox of the applicant with Gazetted attestation with employee id of the officer
- Cancellation certificate of Old PPO.
- Family members/ Legal heir certificate to be issued by revenue authorities
- No objection from legal heirs on Bond paper / Affidavit
- Declaration of physically / mentally retarded persons eligible for family pension.
- Declaration of no other eligible person for family pension.
- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

VII) WIDOW DAUGHTER:-

- No Income certificate by the revenue authorities at the time of first payment
- Death certificates of mother, father and her husband
- Anticipatory form duly declaring, non employment, non- remarriage with State Govt attestation with employee id
- Bank option form with Bank manager sign and seal
- Aadhar cards of all Legal heirs with self attestation
- Aaadhar card, Pan card, Voter id card, Bank passbook Xerox of the applicant with Gazetted attestation
- Cancellation certificate of Old PPO.
- Legal heir certificate of her late husband /List of Family members certificate to be issued by revenue authorities at the time of first payment of pension
- No objection from legal heirs on Bond paper / Affidavit
- Declaration of no physically / mentally retarded persons eligible for family pension
- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

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VIII) DIVORCED DAUGHTER:-

- No income Certificate by the revenue authorities at the time of first payment of pension
- Death certificates of mother and father
- Anticipatory form duly declaring, Non- Employment, Non-Re- Marriage with State Govt attestation with Employee id of the officer.
- Bank option form with Bank manager sign and seal
- Aadhar cards of all legal heirs with self attestation (pan card)
- Aadhar card, Pan card, Voter id card, Bank passbook Xerox of the applicant with Gazetted attestation with employee id.
- Cancellation certificate of old PPOs
- Family members/ legal heir certificate to be issued by revenue authorities
- No objection from legal heirs on Bond paper / Affidavit
- divorce certificate issued by the court
- Declaration on no physically / mentally retarded persons eligible for family pension if any
- Declaration of no other eligible person for family pension.
- Copy of Service Register entries of the list of family members or copy of original pension proposals mentioning that of family member of the service pensioner/Direct family pensioner to be obtained by the Treasury Officer for the disbursement of first payment of pension.

General Instructions :

1) The Treasury officers should accept the AVCs submitted through messenger or by post only if the employee ID's are mentioned on the attestations done by the Government officer within the Districts only. The AVC's submitted with attestation shall be verified personally by the ATO's in the Divisional Sub Treasuries, District Treasury Offices and APPOs. Only after confirming the genuinity, they shall accept it for disbursement of pension.

2) All Pension cases aged 75 and above, shall submit the Annual Verification Certificates physically to the concerned Treasury Office in the Districts / Pension Payment offices in the Twin Cities. 100% physical verification shall be done before accepting AVC's of the age group 75 and above. Utmost care shall be taken in accepting AVCs submitted physically.

3) Payment of family pension to the childless widow under category I A (ii) and on re marriage shall be ceased from the date of acquiring a child after her remarriage as per Govt memo 3rd cited.

4) Payment of family pension especially under category II of G.O 315 shall be sanctioned as per Government Circular memo 4th cited, following the dependency criteria i.e on or before the death of service pensioner.

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5) All the DTOs/DDs/JDPPO are instructed to send for verification all the pension cases disbursing under category II of 315 G.O. i.e unmarried women, widow women and divorced women without stopping the Monthly Pension.

6) For all the new cases, DDs/DTOs and JD PPO shall refer for the verification on genuinity of the certificates to the CEO, WAQF board without fail pension shall be disbursed only after confirmation from them.

7) It is instructed that, for all **newly** sanctioned and authorized pension including (i) minor pension, (ii)disabled pension, (iii)pension to parents in case of unmarried Government employee son / unmarried Government employee daughter, (iv)unmarried daughter, (v) widow daughter and (vi) divorced daughter **the pension shall be disbursed only at the last working station of the retired / deceased employee**.

8) It is also instructed that, the DDs/DTO and JDPPO will not disburse the pensions without availability of physical PPOs in their offices. In case of non-availability of physical PPOs, the disbursement shall be done by obtaining, (1) from the pensioner the copy of the pensioner half (2) Master register(Form 81) (3) communicating a letter for duplicate PPOs along with Descriptive Rolls from authorising agencies Accountant General Telangana, Local fund or Zilla Parishad in the districts. It is also instructed to maintain all the pension disbursement registers i.e., Time limit register, CVP Register, Gratuity register, Change watch register, Arrears register, Recovery watch register etc and also any other registers as and when required for the effective monitoring of disbursement of pension.

Sd/- KSRC Murthy
Director of Treasuries and Accounts

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Junior Accounts Officer

Annexure B -Pension Master Check List

Category I pensions

A) **Checklist in PPOs Verification:**

a) PPO ID:
b) PPO No
c) Name of the Pensioner:
d) D.O.B:
e) D.O.Retirement of service pensioner / D.O. Death :
f) Date of Commencement of Pension :
g) Type of Pension:
h) Bank Name & Branch:
i) IFSC Code:
j) Account Number :
k) Pension authorised Agency: AG / Director State Audit
l) Original Pension Details:
    1) Service Pension :
    2) EFP Pension:
    3) Family Pension :
    4) Sanctioned in RPS:
    5) Remarks if any:

m) Revised Pension Details (1978/1986/1993/1999/2005/2010/2015/2020) or UGC (2006/2016):

    1) Service Pension:
    2) EFP Pension:
    3) Family Pension:
    4) Remarks if any :

n) Commutation Details:

    1) Commutation commencement Date :
    2) Deduction details of Commutation:
    3) Commutation restoration Date:
    4) Remarks if any:

o) Additional Quantum:

i. Details of D.O.B. exist in Descriptive Rolls: YES/NO

ii. Mismatch of Dates: YES/NO

iii. Release of Additional quantum:

1. Percent:
2. Additional quantum Amount:
3. Remarks if any:

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p) Minor Pension:

1) Date of Birth Genuinity : Yes/No
2) Death certificates of Mother & Father : Yes/No
3) Required certificates produced : Yes/No
4) Remarks within time limit : Yes/No
5) Remarks if any:

q) Disabled mentally retarded pension:

1) Death certificates of Mother & Father : Yes/No
2) Disabled certificate by concerned civil surgeon : Yes/No
3) Required certificates produced : Yes/No
4) Remarks if any:

r) Verification Details:

i. Eligible for pension (SP/FP):

ii. Consolidation as per Govt Orders:

iii. AVC Particulars: Non Marriage / Non Employment

iv. Any other remarks:

s) Excess payments done if any details required:

Do all certificates necessary enclosed to the PPO: Yes/No

Signature of the SA/STO/ATO/APPO

Category II pensions

B) Checklist for verification of PPOs under 315 G.O:

a) PPO ID :
b) PPO No :
c) Name of the Pensioner:
d) Category of the pension : Widow / Unmarried / Divorced daughter
e) Pension authorization agency : AG / DSA
f) Documents submitted : Yes/No
g) Date of Commencement of Pension :
h) Type of Pension:
i) Bank Name & Branch:
j) IFSC Code:
k) Account Number :

I) Additional Quantum:

a) Details of DOB exists in DR's :Yes/No
b) Mismatch of Dates :Yes/No
c) Release of Additional Quantum :

1. Percent:
2. Additional Quantum amount:

d) Remarks if any:

m) Verification Details:

a. Eligible for pension :
b. Consolidation as per Govt Orders :
c. AVC furnished Particulars : Non Marriage / Non Employment
d. Any other remarks :
e. Do all certificates necessary enclosed to the PPO : Yes/No

Signature of the SA/STO/ATO/APPO