



PUNJAB FINANCIAL HAND BOOK No.1

THE

TREASURY AND SUBSIDIARY

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TREASURY RULES

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FOURTH EDITION

8

1988

FINANCE DEPARTMENT

her marriage, a declaration on Form, S.T.R. 39, that she is not married and that she has not been married during the past half year".

- (6) The amount to be remitted should not be paid to the Post Office in cash but by transfer to the credit of the Post Office. The money-order forms should be sent to the Post Office with a certificate by the Treasury Officer that the amounts of the money order and fees thereon have been credited to the Post Office in the Treasury Accounts by transfer.
- (7) The Treasury Officer will watch for the money-order receipts for all remittances shown in the special file and will also compare the signatures in these receipts with the specimen signatures on the Disburser's halves of the Pension Payment Orders.
- (8) In the next month's schedule, the Treasury Officer will furnish the following certificate: -

"Certified (1) that I have satisfied myself that all pensions included in the schedule for the previous month have been paid to the proper persons; and (2) that I have obtained all money-order receipts in support of these payments and filed them in my office"

- (9) On a money order being returned, the net amount of the money order (minus the postal commission) should be debited to the Post Office and should be shown as a distinct item in the Cash Book and in the monthly Cash Account. A note of the amount returned should also be made against the Pension Payment Order concerned. When the amount, less money-order commission, is repaid to the pensioner, a note to that effect should be made against the former remarks.

4.103

(a) Where owing to old age or infirmity or in consequence of some physical disability it is not possible for a pensioner to present in person to the Treasury Officer a declaration electing to have his pension paid by money-order, the Treasury Officer may accept instead a written declaration signed by the pensioner, which is duly verified by an officer, a Magistrate or a Justice of the Peace. The officer verifying the declaration shall specify the circumstances in which he holds that it is not possible for the pensioner to present the declaration in person to the Treasury Officer.

(b) Should the pensioner be physically incapable of signing the declaration, the Treasury Officer may authorize payment to the pensioner on