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## FINANCE DEPARTMENT

### NOTIFICATION

The 6th November 2020

No. 29598—PT2-FIN-TRY-MEET-0001/2017/F.—Finance Department vide Notification No. 16277-FIN-TRY-MISC-0009/2018/F. dated the 16th May 2018 have established the State Pension Treasury (SPT) having the status of Special Treasury with Jurisdiction over the entire State for accounting of pension paid by the State Government to the pensioner through Authorized Public Sector Banks.

In the meantime, Finance Department vide Office Memorandum No. 26968/F, dated the 6th October 2020, issued guidelines for disbursement and accounting of final payment of GPF/TPF in a single Nodal Treasury.

Now, the State Government have pleased to direct that the State Pension Treasury shall function as the Nodal Treasury for drawal and disbursement of all final GPF/TPF to the retired Government servant or the legal heir/ (s) of the deceased Government servant in addition to the existing function.

Detailed instruction manual along with roles and responsibilities of the State Pension Treasury (SPT) is attached in Annexure-A.

*ANNEXURE-A*

Standard Operating Procedure for disbursement of Final GPF/TPF to the Retired Government Employees/ Aided Educational Institution by State Pension Treasury.

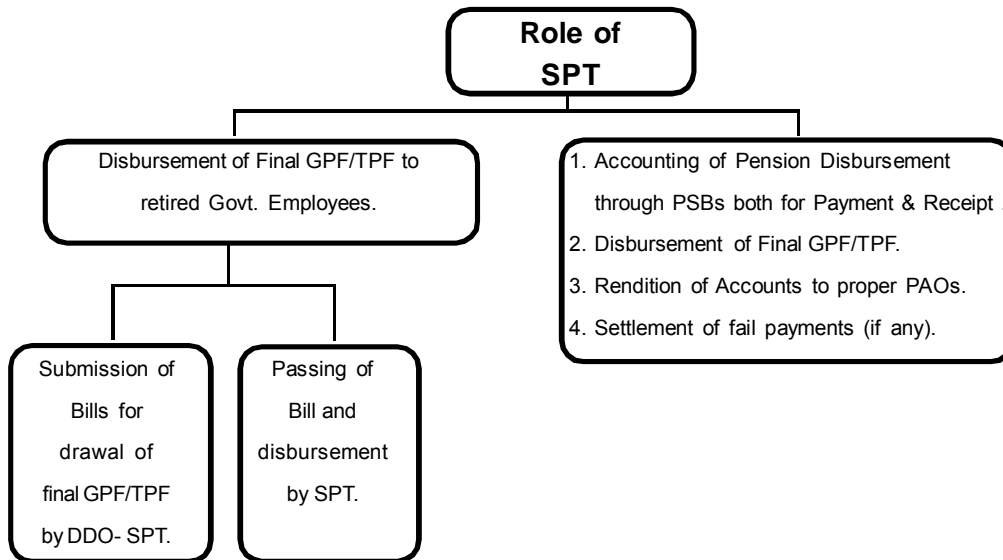
#### **I. State Pension Treasury**

The State Pension Treasury (SPT) is constituted for accountings of pension paid by the State Government through Authorized Public Sector Banks (PSBs) vide Finance Department Office Memorandum No-11839 /F, dated the 31st March 2018 and subsequent Notification No-16277/F, Dated the 16th May 2018. It is Functioning under Directorate of Treasuries & Inspection, Odisha having the status of Special Treasury at Bhubaneswar with effect from the date 16th May 2018 with jurisdiction over the entire State. In addition to the preparation and submission of monthly Accounts to A. G. Odisha both for payment & receipt, SPT is also entrusted with preparation of State Pensioner's database. It was also proposed for disbursement of regular monthly pension drawing pension through Treasuries & designated Public Sector Banks subsequently.

As on date, State Pension Treasury is submitting monthly Accounts on disbursement of Pension by the State Government through Authorized Public Sector Banks (PSBs). The development of database for pensioners is in progress.

Government in F.D. has decided for drawal and disbursement of all final GPF/TPF to the retired Government Employees centrally through the Nodal Treasury that is State Pension Treasury vide F.D. O.M. No-26968/F, dated the 6th october 2020.

## II. Role of SPT in the present Scenario :

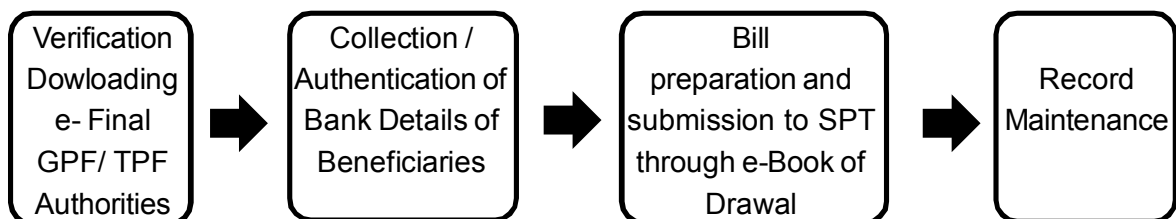


## III. SOP for Disbursement of Final GPF/TPF to Retired Government Employees :

At present, SPT has to fulfill the decision of Government smoothly and in a timely manner with the existing manpower / a few addition of manpowers. In this regard, the following Standard Operating Procedure (SOP) may be followed for disbursement of final GPF/TPF to retired Government Employees.

### I. Preparation & Submission of Bills for drawal of Final GPF/TPF to SPT as DDO :

The activitywise flow chart for Bill submission will be as follows :

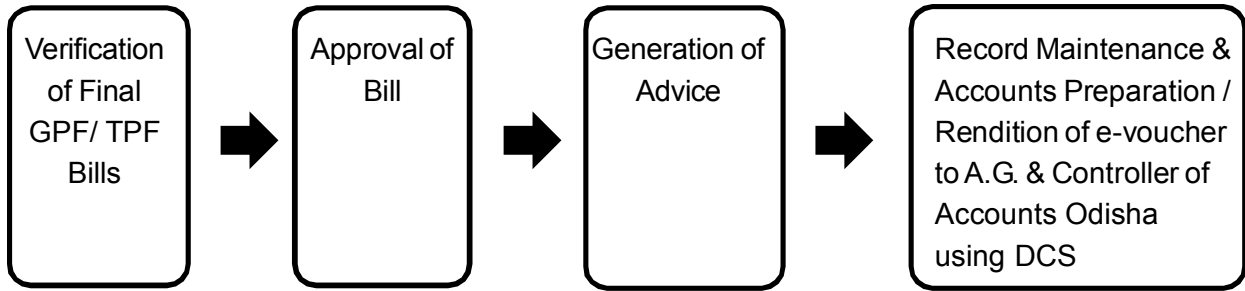


Activity	Procedure / Action Points	Officer / Official Responsible
Verification / Downloading e- Final GPF / TPF Authorities	<ul style="list-style-type: none"> <li>o Downloading &amp; printing of e-Authorities on TI basis from DDO (SPT) interface of IFMS.</li> <li>o Segregation of Authorities on serieswise.</li> <li>o Collection of Bank details and preparation of Bills.</li> </ul>	Dealing Clerks

Collection of Bank Details of Beneficiaries	<ul style="list-style-type: none"> <li>o Bank details of the pensioner will be taken from IFMS Data based on their Provisional Pension disbursement / last Salary Establishment.</li> <li>o Collection and Authentication of Bank details will be done by a team headed by two Accounts Officers.</li> <li>o In case of any confusion / doubt, the team may contact the Head of Office / DDO for verification of the Bank details.</li> <li>o If required, the team may contact the pensioner.</li> <li>o In case of shared GPF disbursement, the Bank details of legal heirs will be collected from Head of Office.</li> <li>o Record will be maintained regarding source of collection of Bank details.</li> <li>o All communication shall be through e-Mail / e-Despatch.</li> </ul>	Accounts Officer & Team will Maintain physical record for all authorization correspondence made by DDO-SPT.
Authentication of Bank Details of Beneficiaries	<ul style="list-style-type: none"> <li>o The collected bank details of the beneficiaries shall be placed before DDO for further verification &amp; authentication.</li> </ul>	DDO of SPT
Bill Preparation	<ul style="list-style-type: none"> <li>o After due authentication of Bank details by DDO, the Bill is to be prepared through IFMS / DDO Interface by the DA for approval and submission to SPT by DDO.</li> <li>o The Bill details shall be entered in Bill Register and Acquittance Roll.</li> </ul>	Dealing Clerks
Bill submission to SPT through e- Book of Drawal	<ul style="list-style-type: none"> <li>o DDO shall submit the Bills to SPT-Treasury and shall generate Bill submission Report through e-Book of Drawal Submitted to SPT.</li> </ul>	DDO
Record Maintenance	<ul style="list-style-type: none"> <li>o After disbursement of claims and generation of TV No, the same will be updated in the Bill Register and Acquittance Roll against the Bill details.</li> <li>o A summarized Report of e- Book of Drawal shall be kept in the file along with copy of the e- Authorities</li> <li>o A Cash Book shall be maintained by DDO to record all disbursement.</li> <li>o A separate Register shall be maintained to track the status of e- Authorities against fail payment.</li> <li>o Register for Grievance recording and monitoring.</li> </ul>	Accountants (Retd.)

**ii. Passing of Bills by SPT- Treasury for disbursement of Final GPF/TPF :**

The activitywise flow chart for Bill submission will be as follows :



Activity	Procedure / Action Points	Officer / Official Responsible
Verification of Final GPF / TPF Bills	o The Online Bills submitted by DDO shall be verified w. r. t. e- Authorities and Beneficiary Details / Bank Details by DA and submitted to higher level (Accountant / Treasury Officer ) for Approval.	Dealing Clerks
Approval of Bills	o The Bill shall be approved by T. O / A. T. O for disbursement.	Treasury Officer / Addl. Treasury Officer.
Generation of Advice	o The advice shall be generated by DA and placed before T. O / A. T. O for sign and approval of advice.	Treasury Officer / Addl. Treasury Officer.
SMS intimation to beneficiary	o Same procedure to be followed for all type Bills in IFMS.	TCS-BSNL
Record Maintenance	o Printout copy of the SOP / SOR to be kept for future reference. Submission of Accounts to A. G. (A &E), Odisha & COA will be done electronically. o Copy of the advice slip shall be kept in advice Register for future reference.	Auditor / Accountant

By Order of the Governor  
**ASHOK KUMAR MEENA**  
 Principal Secretary to Government