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## PART VIII

### **Public Debt**

**369.** *Market loans* – The procedures to be followed by Treasury Officer and Public Debt offices of the Bank in making payments in respect of the principal of market loans and interest thereon when they fall due shall be governed by the provisions contained in the Government Securities Manual and Supplementary instructions, if any, issued by the Government in this behalf.

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**370. Treasury Bills** - The procedure to be observed by the Bank in connection with the sale and discharge of Treasury bills will be governed by such instructions as may be issued by the Government to the Bank. Treasury bills can only be paid on maturity at the office of the Bank from which they were issued. After payment, the discharge bills shall be treated in the same way as other paid vouchers.

## PROVIDENT AND OTHER FUNDS

### Subscriptions

**371.** Subscriptions to a Provident Fund of the Government are recovered ordinarily by deduction from pay bills of the Government servants concerned.

The subscriber himself is responsible for seeing that proper deduction is made from his bills, though for his convenience it has been provided in Rule 188 that the responsibility for making the necessary deductions regularly and correctly devolves upon the drawers of the bills.

**372.** Post Office Insurance Fund Premia or subscriptions to the Post Office Insurance Fund may be recovered by deduction from pay bills of the subscribers or in cash in accordance with the rules of the fund. Such premia or subscriptions shall in no circumstances be received at the treasury, payment in cash being permissible at Post Offices only.

Subscribers who have retired from service and whose pensions are paid in India, maybe allowed the option of deducting their premia or subscriptions from pension bills. The Accountant General issuing the Pension Payment Order or other authority for payment of pensions will in such cases, note the amount of monthly deductions on the Pension Payment Order or other authority, as the case may be. The insured person, however, shall be personally responsible for entering the correct amount to be deducted in the pension bill and, if he falls to do this on any occasion, it will be open to him to pay the amount into the Post Office.

### Hindu Family Annuity Fund

**373.** In case, in which subscription, including refunds of withdrawals are paid by deduction from pay bills the requisite particulars shall be entered by the head of the office in a separate schedule in one of the form T.R. 39, T.R. 40, T.R. 41 or T.R. 42 as may suit the requirements

of the Funds concerned, and the form so completed shall be attached to the pay bill. If the subscription is paid in cash the number of the account or the policy, as the case may be and all other particulars must be furnished. In all cases where a subscription is paid for the first time the rule or special authority under which the subscription may be received shall also be quoted.

**374.** When a subscriber to any Fund whose subscriptions are realized by deduction from pay bill is transferred from one office to another the fact that he is subscribing to the Fund shall be certified on the last pay certificate by noting thereon the amount of his monthly subscription and the number of the account or policy.

*Note:* When a subscriber to the Post Office Insurance Fund is transferred, such transfer should be notified to the Accounts Officer of the office to which the subscriber, transferred, as well as to the Director, Postal Life Insurance, Calcutta through the Accounts Officer of the office from which the subscriber has been transferred.

## **Provident Fund Withdrawals**

**375.** (I) Advances, subject to the provisions of sub-rule (2) of this rule and Rule 376 funds required for withdrawals from a Provident Fund. If permissible under the rules of the Fund, may be drawn on Form T.R. 42, the bill being supported by a copy of the sanction duly attested by the head of the office.

Payment may be made on the authority and responsibility of the officer sanctioning the advance or withdrawal without the previous authority of the Accounts Officer provided that the bill is supported by a certificate in Form T.R. 42 that the advance or withdrawal is covered by the balance at the credit of the Government servant concerned.

(2) Withdrawals from a Fund, when permissible under the rules of the Fund, to meet payments towards policies of life insurance or subscriptions to a Family Pension Fund, may be made as and when required, by the head of office. The bills may be prepared in the same manner as for advances mentioned in sub-rule (1), the particulars regarding the policy or policies on which premium or subscription is to be paid being noted on the bills.

In all such cases, the drawing officer shall be responsible for seeing that there is no overdrawing.

(3) Save as provided in this rule, no payment on account of any Provident Fund whether as a refund of subscription overpaid, or as a repayment of the whole or a part of the amount accumulated to the credit of the subscriber, can be made without the express authority of the Accountant General.

**376.** When a subscriber to a Provident Fund is about to retire and, under the rules of the Fund, the money lying in his credit in the fund becomes payable to him, he shall place himself in communication with the Accounts Officer by whom his fund account is maintained giving the date of his retirement and requesting that steps be taken to close his account and pay him the amount due. The Accounts Officer, being satisfied of the correctness of the claim, and on ascertaining the date up to which the subscription has been paid, will arrange for the payment of the amount at the credit of the subscriber in the account of the Fund. The bill may be prepared in Form T.R. 42 as prescribed in sub-rule (1) of Rule 378, the bill being supported by a copy of the letter of authority from the Accounts Officer duly attested by the head of the office.

The procedure prescribed in this rule shall apply *mutatis mutandis* to all other cases which the amount lying at the credit of a subscriber in his Provident Fund account becomes payable to him on finally quitting the service.

*Note: So far as the provisions of this rule relate to preparation signing and presentation of bill they will not apply to cases in which an Accounts Officer makes final payment of the Provident Fund balances outside his jurisdiction under Rule 377.*

**377.** When the final payment of the balance at the credit of a subscriber, to a Provident Fund is to be made outside the jurisdiction of the Accounts Officer who maintains the Provident Fund Account of the subscriber, that Account Officer will, instead of issuing a special seal authority on another Accounts Officer for arranging the payment, make payment to the payee by a Crossed Bank Draft. For this purpose, the Accounts Officer will intimate the amount payable to the payee, and also send a form of receipt as per the specimen below, to be filled in by him. On return of the form of receipt duly signed by the payee, a Bank draft will be purchased by the Accounts Officer and sent to the payee by registered post.

“Received payment of \_\_\_\_\_ (Rupees \_\_\_\_\_)

only being the accumulation in my \_\_\_\_\_ Provident Fund Account Number \_\_\_\_\_

Station \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Please pay by bank draft.

Signature \_\_\_\_\_

Address \_\_\_\_\_

**378.** Except as hereinafter provided, final payment on, account of any provident fund, when authorised, shall be made on the personal receipt of the subscriber, or when he is absent from India, on that, of his duly authorised agent. Payments may, however, be made to an authorised banker, if so desired by the subscriber, in the manner laid down in Rule 196(2). The drawing and disbursing officer of the office concerned may also draw the bill and obtain the payment thereof for disbursement to the subscriber, if the subscriber opts in writing to receive payment through his office. Provided further that in the event of the death of the subscriber, before payment has been made, payment may be made to such person or persons as maybe authorised to receive payment under the rules of the fund concerned and such subsidiary instruction as may be issued by the Government in this behalf.

**379.** The payment of additional amount payable under the Provident Fund Deposit Linked Insurance Scheme (if and when adopted) on the death of a subscriber shall be authorised by the authority competent to make final payment of Provident Fund balance at the credit of the deceased employees to the person(s) entitled to receive that employee’s Provident Fund dues. The provisions of Rule 378 will mutantis mutandis apply to payment under the Provident Fund Deposit Linked Insurance Scheme.

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**380.** *Post Office Insurance Fund* – (if and when adopted) payments in. respect of the Post Office Insurance Fund shall be made strictly in accordance with the procedure prescribed in the rules of the Fund.

**381. *Funds not under Government Management*** – In the case of Funds not under Government Management, withdrawals from the Public Account in respect of sums credited, either by way of subscriptions, or interest allowed by the Government, shall not be permitted, except under the authority of the Accounts Officer through whom the accounts of the fund are settled. The Accounts Officer may issue letters of credition specified treasuries against which withdrawals may be made by the authorities of the fund concerned by means of cheques.

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