Government of Himachal Pradesh  
Department of Finance (Pension Cell)

Dated Shimla-171002, the 5th July, 2003.

OFFICE MEMORANDUM

Subject:- "Double/Excess drawal of Gratuity/Commutation on Retiree's copy."

Accountant General, Himachal Pradesh has pointed out that, 'Pension Disbursing Authorities,' are making payments of Gratuity/commutation on the personal copy of the retiree's concerned, which is contrary to the financial rules & regulations, as there is a possibility of double drawal on retiree's copy, as well as on department's copy/ Treasury Officer's copy and such incidents have actually taken place. In order to avoid such double drawals, the Accountant General of Himachal Pradesh are now embossing a stamp, "NOT FOR PAYMENT," on retiree's copy.

Keeping in view the above facts, all Heads of Administrative Departments are, therefore, requested to issue necessary directions to all the concerned Gratuity/commutation Authorising/Disbursing Authorities under their control for non authorisation/ non disbursment of Gratuity/commutation on the authority of retiree's copy, to avoid the possibilities of double drawals.

Kindly acknowledge receipt of this communication.

Addl. Secretary (Fin-Pen) to the; Government of Himachal Pradesh.

To:

All Administrative Departments of the Government of Himachal Pradesh.