

the death-cum-retirement gratuity equal to twelve times of the emoluments. Final amount of the gratuity shall be determined by the Head of Office on the basis of the entire spell of service which may be verified and accepted by the Head of Office within a period of six months from the date on which the authority for the payment of provisional gratuity was issued, The balance, if any, becoming payable as a result of determination of the final amount of death-cum-retirement gratuity shall then be authorised to the beneficiary or beneficiaries.

(C) Omitted.

6.27. Forwarding the papers to the Accountant-General, Punjab.— (1) On receipt of claim or claims along with necessary documents mentioned in Rule 6.18-A the pension sanctioning authority will sanction family pension as in form Pen.17 and send all these documents to the Accountant-General, Punjab, with a covering letter along with the Government employee's service book or service record duly completed up-to-date and any other documents relied upon for the verification of the service claimed in such a manner that they can be conveniently consulted. This shall be done not later than one month of the receipt of the claim by the Head of Office.

(2) The pension sanctioning authority shall draw the particular attention of the Accountant-General, Punjab regarding the details of Government dues outstanding against the deceased Government employees, namely:—

- (a) Government dues as intimated and assessed in terms of rule 6.30 and recoverable out of the gratuity before payment is authorised.
- (b) Amount of gratuity to be held over partly for adjustment of Government dues which have not been assessed so far and partly as margin for adjustment in the light of the final determination of the gratuity.

6.28. Sanction, drawal and disbursement of provisional family pension and gratuity.—(1) After the documents referred to in rule 6.27 have been sent to the Accountant General, Punjab, the Head of Office shall draw provisional family pension not exceeding the maximum family pension and hundred per cent of the gratuity as determined under clause (iv) of sub-rule (2) of rule 6.25 and clause (B) of rule 6.26. For this purpose, the Head of Office shall adopt the following procedure, namely :—

- (a) he shall issue a sanction letter in favour of the claimant or claimants endorsing copies thereof to the Accountant-General, Punjab, indicating the amount of hundred per cent of provisional family pension and gratuity as determined;
- (b) he shall indicate in the sanction letter the amount recoverable out of the gratuity in terms of sub-rule (2) of the rule 6.27.

- (c) after issue of the sanction letter, he shall draw:—
- (i) the amount of the provisional family pension, and
 - (ii) the amount of hundred per cent of the gratuity and deduct there from the dues mentioned in clause (b) in the same manner as pay and allowances of the establishment are drawn by him.
- (2) The head of Office shall disburse, —
- (a) the provisional family pension to the claimant on or after the first day of the month following the month in which the Government employee died.
 - (b) the amount of the death-cum-retirement gratuity to the claimant or claimants immediately after the same has been drawn under clause (B) of rule 6.26.
- (3) The payment of provisional family pension shall continue for a period of six months from the date following the date of death of the Government employee unless the period is extended by the Accountant General, Punjab under the proviso to sub-rule (1) of rule 6.29.
- (4) The Head of Office shall inform the Accountant-General, Punjab,—
- (a) as soon as the gratuity has been paid to the claimant or claimants; and
 - (b) as soon as the provisional family pension has been paid for a period of six months or for the period extended under the proviso to sub-rule (1) of rule 6.29, as the case may be;
- (5) If the claimant desires the payment of provisional family pension or the gratuity or of both through money order or bank draft, the same shall be remitted to him through money order or bank draft at his cost.

6.29. Authorisation of final pension and balance of the gratuity in respect of the deceased Government employee.—(1) On receipt of the documents referred to in rule 6.27, the Accountant-General, Punjab, shall within a period of three months from the date of receipt of the documents apply the requisite checks, and assess the amount of family pension and gratuity, and issue pension order and gratuity payment order:

Provided that the Accountant-General, Punjab, if for any reason, unable to assess the amount of both the family pension and gratuity within the period aforesaid, he shall communicate the fact to the Head of Office to continue to disburse the provisional family pension to the claimant for such period as may be specified by the Accountant-General, Punjab.

(2) (a) The payment of family pension shall be effective from the date following the date on which the payment of provisional family pension ceased.

(b) Arrears of family pension, if any, in respect of the period for which family pension was drawn and disbursed by the Head of Office shall also be authorised by the Accountant General, Punjab.

(3) (A) The Accountant-General, Punjab, shall authorise the payment of balance of the gratuity after adjusting the amount, if any, outstanding against the deceased Government employee :

Provided that the release of the gratuity shall not be withheld on account of any delay in connection with or for want of sanction of the competent authority required under rule 10.16(v) of the Punjab Financial Rules, Volume I, in respect of writing off of the loans, any part thereof, or interest accrued thereon which remains unpaid at the time of death of the Government employee concerned. The release of the gratuity shall, however, be withheld to the extent of unpaid loan and interest thereon if the case falls in any of the following categories:

- (a) if the deceased Government employee is not survived by,—
 - (i) his wife or husband, as the case may be; or
 - (ii) his sons, daughters, father, mother, minor brothers and sisters who are unemployed and were entirely dependent on the deceased Government employee as certified by the Deputy Commissioner Concerned.
- (b) if the amount of House Building Advance has been misutilised.

(B) The amount of gratuity withheld under clauses (vi) of sub-rule (1) of rule 6.30 shall be adjusted by the Accountant General, Punjab, against the outstanding licence fee mentioned in clause (ix) of sub-rule (1) of the said rule and the balance, if any, refunded to the person or persons to whom the gratuity has been paid.

(4) The fact of the issue of the pension payment order and order for the payment of balance of gratuity shall be promptly reported to the Head of Office and the documents which are no longer required shall be returned to him.

(5) The Accountant-General, Punjab, may authorise the payment of balance of gratuity even during the period of the currency of provisional family pension:

Provided that the amount of gratuity has been finally assessed and no recovery of Government dues is outstanding against the deceased Government employee.

(6) If the amount of provisional family pension as disbursed by the Head of Office is found to be in excess of the final family pension assessed by the Accountant-General, Punjab it shall be open to the Accountant-General, Punjab to adjust the amount of pension payable in future.

(7) (a) If the amount of gratuity disbursed by the Head of Office proves to be larger than the amount finally assessed by the Accountant-General, Punjab, the beneficiary shall not be required to refund the excess.

(b) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount actually admissible shall be minimised and the official or officials responsible for the excess payment shall be accountable for the over payment.

Adjustment of Government Dues

6.30. (1) Dues pertaining to the Government accommodation.—(i) If on the date of death, the Government employee was in occupation of Government accommodation which had been allotted to him, the Head of Office on receipt of intimation regarding the death of Government employee shall immediately write to the Accounts Officer or Assistant Accounts Officer (Rents) for the issue of 'No Demand Certificate' so that authorisation of family pension and death-cum-retirement gratuity is not delayed. While addressing the Accounts Officer or Assistant Accounts Officer (Rents) for the issue of 'No Demand Certificate' the Head of Office shall also supply the following information in duplicate (one copy marked to Rent Wing and second to Allotment Wing):—

- (a) name of the deceased Government employee with designation;
- (b) particulars of the Government accommodation (House or Quarter No., type and locality);
- (c) date of death of a Government employee;
- (d) whether the Government employee was on leave at the time of his death and, if so, the period and nature of leave;
- (e) whether the Government employee was enjoying rent free accommodation;
- (f) the period up to which licence fee has been recovered from the pay and allowances of the deceased Government employee and the monthly rate of recovery and details of pay bill under which last recovery was made;
- (g) if the licence fee has not been recovered upto the date of death and the family intends to retain Government accommodation for the permissible period of one year beyond the date of death of the Government employee, details of the:—
 - (aa) period for which licence fee still remains to be recovered.
 - (bb) the amount of licence fee in respect of the period mentioned in sub-clause (aa) above to be determined on the basis of the standard rent bill.