

GOVERNMENT OF KERALA

**Circular**

Sub:-Pension-Processing of pension papers- Scrutiny with the  
Half Yearly list- Reagrding.

Ref:-1. Circular No.5/76 Fin.dated 10..1..1976

2.Letter No.4272/zinsp.G1.B2/76/Fin. Dated 24..2..'76.

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In circular No.5/76/Fin. Dated 10-1-1976 Government have issued guidelined for the preparation and submission of the half yearly list of Government Officers due to retire from service. It was further made clear in the Government letter cited that the nominated officer should see that the pension papers are forwarded to the Accountant General based on half yearly list. Thus the preparation of the half yearly list warrantee a through scrutiny of the list before it is forwarded to the Accountant General, as the pension papers are prepared and forwarded base that list.

2. Now the Accountant Genera; has brought to the notice of Government an instance where lack of scrutiny resulted in an error in the half yearly list forwarded by a head of the Departement. This has aroused suspicion should be genuinecs of the lists prepared by the Departemental authorities. Omissions/Mistakes/error occurring in the half yearly list will cause delay in the expeditions disposal of the pension cases.

3. Government, therefore, direct that all pension sanctioning authorities, and other Departemental officers preparing half yearly lists of pension cases will ensure that the list contain only the genuine cases and that a thorough scrutiny is made before forwarding the half yearly list to the Accountant General and to Government. Special care should be taken in respect of employees of Panchayat and private school teacher. The haif yearly lists should be prepared in accordance with the existing orders. Failure to comply with the instructions will be dealt with seriously by Government.

Sd/-K.J.THOMAS,

Deputy Secretary.

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Finance (Inspection General) Wing.

Circular No.24/76/Fin.

Trivandrum,Dated 18-3-1976.

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Forwarded to :

All Heads of Departments/All Pension Sanctioning Authorities.

/Copy/

Office of the Chief Conservator of Forests,  
Trivandrum, dt-5-4-76.

Endt.on E5-24181/73

Copy to all Sub Offices for information and guidance.

Copy to stock file.

For Chief Conservator of Forests.