

GOVERNMENT OF KERALA  
(Finance (Insp. General) Department)

**CIRCULAR**

NO.43/76/Fin.

*Dated, Trivandrum 11<sup>th</sup> May 1976.*

Sub:- Expeditions Disposal of pension Cases- Instructions to be  
Followed- Further orders issued.

Ref:- D.O.Letter No.P.B/6-4/75-76/906 dated 1-3-1976  
From the Senior Deputy Accountant General.

Government have been issuing instructions and again to avoid delay in forwarding sanction/ documents etc. as also in furnishing replies to observations of audit in pension cases verified and reported to various pension sanctioning authorities. A review was conducted on the factors, which contribute to delay in the expeditious settlement of pension cases and the problems/difficulties standing in the way of expeditious disposal of pension cases. As a result of the review, the following further instructions are issued.

1. *Option to Service Rules not pasted/recorded in the service book ( in respect of officers who entered Government Service prior to 1-11-1956)*

With the introduction of K.S.Rs., Part III with effect from 1-11-1956, all Government Servants were required to exercise an option either for retaining the service rules then existed or to opt for K.S.Rs. The option was compulsory and the cases where in the option statements were not pasted or fact of option not recorded in the service book could not be finalized or their report is rather delayed. The service books of all officers who were in Government service on 1-11-1956 and have not retired so far should be verified and the fact of their option to the service rules should be recorded under proper attestation. This will facilitate expeditious settlement of pension cases, even if the option statement of the Officers are lost on a later date.

2. *Issue of last pay certificates by departmental officers*

The settlement/payment of pension claims is reported to be delayed in many cases, since the issue of L.P.C. is delayed A part from cases where liabilities are outstanding, there is no justification in the non-issue of L.P.C immediately an officer retires. The reasons attributed by the departments are (i) Pay and allowances due for the last month have not been disbursed (ii) Some arrears had been preferred and the L.P.C. will be issued after disbursement of arrears and (iii) Amounts due to the claimants in death cases could not be disbursed for want of heir ship certificate. As per G.O.(P) 574/63/Fin. (Pen) dated 6-11-1963 in cases where no outstanding dues are recoverable from retired deceased officers and only payments are due to them the L.P.C. showing the date upto which payments have already been made the date of termination of service as also the rate at which pay and allowances (arrears) are to be disbursed should be issued and the audit officer will issue authority for payments on the basis of the L.P.C so issued. If this procedure is followed, the delay in the issue of L.P.C. can be avoided.

*3. Furnishing of G.P.F. Certificate in respect of Aided School Teachers governed by XIV-C, Work Establishment/Contingent personnel absorbed into regular establishment N.M.R, workers.*

In respect of Aided School teachers governed by XIV-C as also in respect of Contingent/Work Establishment Personnel absorbed into regular establishment and N.M.R workers, their claims for pension are subject to refund to Government of Government contribution, if any, to their P.F. Accountant in respect of their sided/Contingent/Work establishment service. The pension claims are settled subject to furnishing of a certificate to the above effect. It is however found in many cases that final settlement of pensionary claims is held up for these certificates. The issue of the certificate is delayed because the departments take up the question of issue of the certificate in question only by the time the officers retire. It is felt that the problem can be solved easily if all the Pension Sanctioning authorities take up the question, of issue of C.P.F.certificate immediately in all cases where the issue of certificate in question is necessary for admitting pensionary claims, without waiting for the date of retirement of the officer, The certificate can be recorded in the service books of the officers concerned over the signature of the pension sanctioning authority and this may go a long way in the expeditious of pension cases.

*4. Reckoning of War-service.*

**Rule 8 K.S.Rs, Part III** provides for the reckoning of services under the T.C State forces/war/military for purpose of pension. The Service can be reckoned only if a certificate from the concerned Controller of Defence Accounts is produced. In many cases which service is claimed for pension without producing the certificate in question. Only after receiving an intimation from A.G. that Military service verification certificates is essential for reckoning the War/Military service action is initiated by the Departments/Government servants for obtaining such certificates. All pension sanctioning authorities, should without waiting for the date of retirement of the officer to come, obtain Military service verification certificate immediately (for those who have rendered War/Military service) and paste the same in the service books, in addition to incorporating the details of War/Military service, details of service gratuity drawn etc., in the service book under proper attestation. This will enable the Accountant General to reckon such service without any reference to the department.

Similarly cases requiring condonation of break as per Government decision No.3 under rule 8 (b) Part III K.S. Rs can also be taken up much in advance. Revision is claimed in many cases without getting the break condoned and the Accountant General had to return all such cases. Here also, the departments, immediately on receipt of Military service verification certificate from the Controller of Defence Accounts can address Government for obtaining condonation orders and on receipt of such sanction, paste a copy of the orders in the service book in addition to making entries thereof in the service book under proper attestation.

*5. Reckoning of additions to qualifying service.*

**Rules in Chapter II, Part III K.S Rs.** Provide for reckoning of service like Aided School service, Edavagai service, hereditary service etc., for purposes of pension. These additions to qualifying service are reckoned subject to furnishing of certain

certificates in support of them. It is reported that many cases received in audit office do not contain these certificates, with the result that the Accountant General had to initiate protracted correspondence for obtaining such certificates. The best solution is that in all cases, where such additional services are to be reckoned for pensionary benefits, the departments should furnish the required certificates in the service books now itself, without waiting for the date of retirement of the officer to occur. The details of such services as also the certificates required under rules for reckoning such service., If recorded in the service books under proper attestation immediately, will go a long way in the quick settlement of such cases.

#### *6. Preparation of pension papers.*

The pension papers are at present prepared by the lowest subordinate officer of the department concerned prepared in a L.P School in the case of teachers of L.P. schools and in a P.W. Section office in the case of retirements of persons in that section. This obviously results in the incorrect preparation of pension papers apart from the fact that they are not processed in time (Rule 114, K.S.Rs). It will be too much to expect that a clerk in an A.E.O office or a section office, will be thoroughly conversant with the pension rules. The best remedy is that the work of processing/preparation of pension papers, should be undertaken only with the proper guidance from the pension sanctioning authority. He can, if necessary, call for the documents/details from subordinate officers and prepare pension papers. Which will be complete in all respects.

#### *7. Preliminary verification of services.*

As per Government circular No. 38/73/Fin. dated 31-5-1973, in order to expedite the settlement of pension cases, when a Government servant completes twenty-five years of service, the Accountant General in the case of Gazetted Officers and the Head of Office in consultation with Audit in the case of N.G.Os., shall in accordance with the rules for the time being in force, verify the service rendered by the officer, determine the qualifying service and communicate the same to the officer. It is however seen that the flow of cases being received for preliminary verification of services by the Accountant General is very low-i.e., during 1974-75, the Accountant General has received only about 1000 cases for preliminary verification which is only about 15 per cent of the final retirement cases received during the same period. It hardly. Needs mention that preliminary verification of service enables the departments to settle before retirement all/any objection (s) pertaining to service/fixation of pay etc., raised by audit office. The responsibility with regard to calling for the lists of non-gazetted officers who completion of such preliminary verification in time is vested with the heads of departments concerned.

#### *8. Production of records at Treasury.*

In order to release payments by the time an officer retires, the Accountant General is authorizing payments subject to production of documents like L. P. C., N L C. at treasury. The departments should send LPC/NLC., when issued, direct to the treasury, when directed by the Accountant General to do so. But in many cases, it is found that, instead of sending these documents to the treasury, the departments send them to the Accountant General. This necessitates further instructions to the treasury

officers and consequential delay in releasing payments. The documents should be sent to the treasury only, when once such documents are authorized to be produced at the treasury.

*9. Reckoning of unverified service.*

Cases are also received for settlement where a portion of service is not capable of being verified by the head of office/pension sanctioning authority (e.g., N. M. R. cases). Such cases are to be dealt with as per Rule 115 (b) (iii), Part III K.S Rs. It is seen that the departments seldom invoke this provision and they rather omit such service saying that the service is not capable of being verified.

Government are convinced that the above instructions if implemented with earnestness at the various stages would go a long way in the expeditious settlement of pension cases and direct all Heads of Departments and Pension Sanctioning authorities accordingly.

K. V. RABINDRAN NAIR.  
*Finance Secretary.*

To

The Account General, Kerala  
All Heads of Departments and Offices.  
All sections of Secretariat.

-----