

Kerala Gazette No.42 dated \*\*\* October 1960  
PART 1

**Abstract**  
**PENSION- EXPEDITIOUS DISPOSAL OF PENSION CASES-FURTHER**  
**INSTRUCTIONS- ISSUED.**

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FINANCE DEPARTMENT

**G.O.(P) No.472**

**Dated , Trivandrum, 15 th October 1960.**

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Read :- 1. G.O.(P) No.48/Finance dated 27-1-1959.

2. D.O.No.PR.GI.1066A/59/60/310 dated 31<sup>st</sup> July from the Comptroller.

**ORDER**

In the G.O read above, instruction were issued with a view to simplifying the procedure that was followed till then in regard to the settlement of pension claims of retired officers and thus expedite the settlement of pension. It is noted with concern that delays still occur in the finalization of pension cases. Governments have, therefore, felt the need for introducing additional measures as also for reiterating the existing instructions. Accordingly, they are pleased to issue the following orders in consultation with the Accountant General.

**2. RESPONSIBILITY FOR INITIATING ACTION**

In each Department Office, an Officer of appropriate rank should be specifically charged with the responsibility action in due regarding the completion of pension records and documents. As a first in this direction, he should have a list prepared every six months, i.e, on the 1<sup>st</sup> January and 1<sup>st</sup> July, of all officers, gazetted and non gazetted , who will attain age of superannuation twelve to eighteen months hence. The attention of every such Government servant should be drawn to the relevant provisions in the Service Regulations regarding the submission of formal application for pension at least one year advance of the date of his anticipated retirement in order to avoid the possibility of any delay in the commencement of his pension . A copy of the list should also be forwarded to the Accountant General.

**3. FORM OF APPLICATION FOR PENSION.**

All application for pension should in further be submitted in the form given in Annexure I and should be accompanied by the information and documents mentioned therein.

**4. CHECK –LIST**

To ensure that all necessary steps involved in the finalization of pension cases are taken well in time and simultaneously , a proforma called “check list “ and a form of ‘ progress Statement ‘ are being introduced (Annexure II and III). As soon as the list referred to in 2 has prepared or an intimation is received about the death of a Government servant, a “check list” should be started for each such case and the information and documents already available should be made in column 1 of the Progress Statement and

necessary steps initiated simultaneously to collection the required information or to complete the records should be watched by noting the progress made in column 2 of the progress statement at weekly or suitable intervals.

#### 5. ANNUAL VERIFICATION OF SERVICE

One of the most common causes of delay is the commission on the part of the administrative authorities to verify service details regularly as provided for in the Service Regulating. This necessitates reference being made to the authorities concerned at the time of the preparation of the pension papers, years after the service to be verified was rendered and often leads to delays on account of difficulties in tracing out old records etc. to ensure compliance with the instruction in future, it has been decided, that by the end of April every year, each head of office should furnish to his next superior officer a certificate to the effect that services rendered by all members of the non-gazetted staff of his office during the proceeding financial year have been verified and certificates of verification records in the respective Service Books.

If, in any case, it is found necessary at the time of retirement to make a reference to more than one authority, a separate verification memorandum should, to save time be sent out to each authority concerned simultaneously instead of sending the service book itself to them one after another. On return, the verification memoranda will be pasted in the Service Book against the relevant entries.

#### 6. EMOLUMENTS FOR THE PERIOD OF LEAVE TAKEN DURING OFFICIATING SERVICE

If a Government servant, who is officiating in a higher post or is holding a higher temporary post and would continue to do so for more than two years up to the date of his retirement, takes any leave during the last three years of his service, the question whether he would have continued to hold the higher post if he had not proceeded on leave should be examined and necessary certificate should be recorded by the sanctioning authority at the time of the grant of leave. Such certificate should always accompany the pension papers.

#### 7. SERVICE BOOKS

In Circular No.RC3-39060/59/Fin .dated 1<sup>st</sup> August 1959 (copy attached) instructions were issued for the maintenance of Service Books in the Proper form. The importance of scrupulously observing this instruction is emphasized once again.

#### 8. RECOVERY OF GOVERNMENT DUES

Sanctions to pension are frequently delayed pending recovery of any outstanding Government dues, e.g., over-payment of pay, allowances, or leave salary, outstanding recoveries on account of house rent, advances for conveyance, house building or other purposes and any other, the precise amount of which is yet to be assessed. It is imperative that every effort should be made to settle and recover such dues from the Government servant concerned before the date of his retirement.

However, if any dues remain unassessed and unrealized for any reasons, any of the following courses may be adopted:-

- (i) The retiring Government servant may be asked to furnish a surety of a suitable permanent Government servant. If the surety furnished by him is found acceptable, the payment of his pension or gratuity or his last claim for pay etc... and the issue of last pay certificate should not be withheld.
- (ii) If the retiring Government servant is unable or unwilling to furnish a surety, a suitable cash deposit may be taken from him or only such portion of the gratuity as may be considered sufficient may be held over till the outstanding dues are assessed and adjusted.

In all such cases, effort should be made to settle the outstanding dues within a period of 3 months so that the release of the surety of the final payment of the Government servant's dues is not unduly delayed. If in any case, settlement of outstanding dues is not made within six months, the officer retired will be considered, at the risk of the Controlling Officer, as having no liabilities.

#### 9. STANDARD FORMS

Standard forms for the issue of sanctions to pension, death-cum-retirement gratuity and family pensions are being introduced (Annexure V, VI, and VII). All sanctions should be issued in these forms in future.

By order of the Governor,  
P.S.PADMANABHAN,  
*Finance Secretary.*

To

The Account general , Trivandrum  
The Director of public Relations.  
The Heads of Department and Offices  
The Registrar, High Court (with C.L)  
The Registrar, University of kerala (with C.L)  
All Department of the Secretariat  
The Secretary to the Governor.  
The Secretaries, Joint Secretaries, Deputy Secretaries and Assistant Secretaries to Government.  
All Department of the Secretariat  
The Personnel Clerk to the Secretary

#### ANNEXURE 1 Formal application for pension

From

.....  
.....

To

.....  
.....

Sub:- Application for sanction of pension

Sir,

I am due to retire from service with effect from the .....  
my date of birth being .....I , therefore, request that steps may kindly be taken  
with a view to the pension and gratuity admissible to me being sanctioned by the date of  
my retirement.....i desire to draw my pension from.....

2. I, hereby declare that IO have neither applied for, not received, my pension or  
gratuity in respect of any portion of the service qualifying for this pension and in respect  
of which pension and/or gratuity is claimed herein not shall I submit an application  
hereafter without quoting a reference to this application and the orders which may be  
passed thereon.

3. I enclose with:-

- (i) two specimen signatures of minel, duly attested;
- \*(ii) a passport size photograph, also duly attested;
- \*\*\*(iii) two slips each bearing my left-hand thumb and finger impressions.

4. My present address to.....  
.....  
and my address after retirement will be .....  
.....

Dated.....

(Signature)  
DESIGNATION

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\* This is not necessary in the case of a gazetted officer.

\*\* This is required only in the case of persons who are illiterate and cannot sign their  
manes.

NOTE:- Any subsequent charge of address should be notified to the head of office.

ANNEXURE II  
CHECK LIST

**Pension/Gratuity and Death-Cum-Retirement Gratuity**

1. Name of Government Servant
2. Date of Birth
3. Date of first appointment to Government service
4. If Service under Government is not continuous, date from which continuous  
service commenced.



gratuity / death –cum-retirement gratuity

12. (a) Verification of service

Does the service book contain the annual Certificate of verification of service?

(b) Verification of any “*unverified*” pension of service.

In respect of verification from service records.

(i) Has the Service in another/ other been attested to by the head (s) of the office (s) concerned?

(ii) In the absence of the necessary attestation, has the statement of the applicant and the collateral evidence been obtained and accepted by the competent authority? (Vide Rule 13<sup>6</sup> IV) part K.S.R)

13. Foreign Service

(i) Was the officer ever on Foreign Service? If so, where and for what period or periods?

(ii) Have pensionary contribution in respect of the periods of Foreign Service been duly recovered?

14. Military Service

(i) Does the office have any period’s military/ war service to his credit?

(ii) If so the details thereof and the extent to which they qualify for civil pension (vide Rule 7 part III K.S.R)

15. Suspension

Was the officer ever under suspension and do orders already exist regarding the counting of the period (s) of suspension for purpose of pension?

16. Leave

Periods of leave with allowances or without allowances, if any which do not count for pension (vide Rules 27 and 28 part III K.S.R)

17. Documents to be forwarded:

Is the list enclosures complete?

18. (i) Are any government dues of the categories

(a) to (d) below recoverable from the Government servant? If so, steps taken to recover them.

(b) Over- drawn pay and allowances.

(c) any advances (eg.Motor Car advance) outstanding

(d) arrears of house rent

(e) Miscellaneous

(iii) Have steps been taken to recover from the Government servant.

(a) any liveries issued to him

(b) Identity Card

(c) Secret box Keys or

(d) Library Books

19. Formalities to be observed for the grant of pensions/ gratuity other than superannuation pension/ gratuity
- (a) Compensation pension / gratuity
- (i) Was the permanent post held in the Government servant abolished?
- (ii) Was any equivalent post not offered?
- (b) Invalid pension/ gratuity
- Has the Medical certificate in the form prescribed been obtained?  
(Rule 54 part III K.S.R)
- (c) Retiring pension/gratuity
- Has the resignation of the officer been Accepted by the competent authority After following the prescribed procedure?  
(vide rule 64 part III K.S.R)
20. Amount of pension admissible.
21. Amount of gratuity / death –cum-retirement Gratuity admissible.

ANNEXURE III  
Progress statement

Item No..... of the check list	Action taken
	Position As on.....
Item No..... of the check list	Position As on.....
	Action taken Position As on.....
	Position As on .....

ANNEXURE V

**Form of surety Bond**

In Consideration of the governor of kerala ( hereinafter called the “ Government “ which expression shall include his successors and assignees) having agreed to settle the

final accounts of Sri/ Shrimathi .....Without production of a “No Demand Certificate” from the Head of the Department / Head of Office, I hereby stand surely (which expression shall include my heirs, executors and administrators) for payment by the said.....of rent and other dues in respect of residence now allotted to him by Government and also for any residency that may be allotted or that as allotted to the said.....From time to time by the Government, I the surety, further agree and undertaken to indemnify the government against all loss and damage until delivery of vacant possession of the above said residence is made over to the Government.

I hereby also stand surety for any amounts that may be due by the said ..... to the Government by way of over payment of pay, allowances, leave salary, advances for conveyances, house building or other purpose or any other dues.

The obligation undertaken by me shall not be discharged or in any way affected by the an extension of time or any other indulgence granted by the Government to the said Shri .....

This guarantee shall remain in force till the ‘ No Demand Certificate ‘ is issued by the Head of the Department / Head of Office in favour of the said Shri/ Srimathi ..... And the Head off Office in which he/she was last employed has certified that nothing is now due to the Government form his/her.

The stamp duty for this instrument shall be borne by the Government.

Signature of the Surety.

Signed and delivered by the said .....  
at this day of ..... In the presence of :

1. Signature  
Address and occupation of witness.

2. Signature  
Address and occupation of witness.

Certified the Shri/ Shrimathi ..... Is a permanent  
Government Servant.

Signature of the Head of the  
Department or the office in  
which the surety is employed.



ANNEXURE –V  
GOVERNMENT OF KERALA  
ABSTRACT

Sanction of pension/ death-cum-retirement gratuity to Shri/  
Shrimathi.....

FINANCE DEPARTMENT

G.O.Rt/Ms

Dated,

ORDER

Sanction is accorded for the payment to Shri/ Shrimathi.....Retire  
..... (here state Designation ) of a pension of Rs.....  
.....(Rupees .....(in words) p.m nad death-cum-  
retirement gratuity of Rs .....(Rupees .....(in  
words) in lump sum in terms of the Rules ..... of the Service  
Regulations. the pension will take effect from ..... The pension and  
death –cum- retirement gratuity are chargeable to the Head .....  
and are divisible as follows :-

2. The Accountant General will issue necessary instruction to the Treasury Officer  
..... to arrange payment of the pension and the death-cum-retirement  
gratuity under intimation to this office.
3. A temporary increase in pension of Rs ..... 9 Rupees  
..... ( in words ) p.m is also payable with effect from  
..... until further orders and is divisible as follows :
4. The anticipatory pension hitherto paid at the rate of Rs ..... (Rupees  
..... ( in words ) p.m with effect from  
..... and the anticipatory death-cum-retirement  
gratuity of Rs .....(Rupees  
.....( in words) already paid will be adjusted against  
payments of the first installment of the final pension and the death –cum-  
retirement now sanctioned .

(By order of the Governor)  
Assistant Secretary.

To

The Accountant General  
The .....

Forwarded / By order  
Superintendent.

ANNEXURE –VI  
Government of Kerala  
ABSTRACT

Grant of death-cum-retirement / residuary gratuity to the family of late Shri/ Shrimathi  
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FINANCE DEPARTMENT

G.O.MS

Dated, Trivandrum,

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Read: (1)  
(2)

ORDER

Sanction is accorded under Rule ..... for the grant of a death –  
cum- retirement gratuity / residuary of Rs..... (Rupees  
.....( in words) which forms one  
..... part of the total gratuity , in lump sum to  
Shri/ Shrimathi .....(here state relationship and the amount to  
be disbursed to each gratuitant ) of the late shri/Shrimathi .....(here indicate  
designation ) in terms of the nomination made by him/her . the gratuity is chargeable to  
the head.....

2. The anticipatory death-cum-retirement of Rs .....  
(Rupees .....(in words ) already paid will be adjusted against payment of  
the gratuity now sanctioned .
3. The Accountant General is requested to issue necessary instruction to the  
Treasury Officer ..... to arrange payment of the net  
amount now payable under intimation to this Office.

(By order of the Governor)  
Assistant Secretary.

To  
The Accountant General  
Copy forwarded for information to

Forwarded / by order,  
Superintendent.

ANNEXURE-VII  
Government of Kerala  
ABSTRACT

Grant of family pension in respect of the late Shri/ Shrimathi  
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FINANCE DEPARTMENT

G.O.MS

Dated,

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Read :           (1)  
                  (2)

**ORDER**

Sanction is accorded under rule ..... to the grant of a family pension of Rs .....(Rupees .....(in words) per mensem to Shri/ Shrimathi .....(here state relationship ) of the late Shri/ Shrimathi .....( here indicate designation). The family will be tenable for the period from .....to ..... the family pension is chargeable to Head.....

2    Anticipatory pension hitherto paid at the rate of Rs ..... (Rupees .....will be adjusted against payment of the first installment of the final family pension now sanctioned .

3.   The Accountant General is requested to issue necessary instructions to the Treasury Officer ..... to arrange payment of the family pension without delay, under intimation to this Office.

(By order of the Governor,)

Assistant Secretary.

To  
The Accountant General.  
The .....

Forwarded / By order,  
Superintendent.