



**GOVERNMENT OF KERALA**

**FINANCE(PENSION B)DEPARTMENT**

**CIRCULAR**

No. 57/2017/Fin

Dated,Thiruvananthapuram, 19.07 .2017.

Sub : Expeditious Settlement of Pension Claims-delay in submission of pension papers-instructions issued.

- Ref: 1. Circular No. 04/88/Fin dated 04.01.88  
2. Circular No. 53/13/Fin dated 11.6.13  
3. Circular No. 22/14/Fin dated 11.3.14  
4. Circular No. 50/2017/Fin dated 23.6.17  
5. Letter No. PM/2/6-44/2016-17/1147 dated 01.3.2017

The Principal Accountant General, in the letter referred above, has brought to the notice of Government that in majority of cases, there is inordinate delay in receiving the pension proposal/sanction from the Pension Sanctioning Authorities to the Principal Accountant General. It is also intimated that there is no progress in the matter even after several circulars to resolve the same. Further rush of cases from Education Department at the end of educational year adversely affects the functioning the office of AG leading to delay in settling of pension claims.

2. In order to ensure timely authorization of pensionary benefits, the Pension Sanctioning Authorities are once again directed to follow the provision in Kerala Service Rules and also to comply with following requisites.

1. On the 1<sup>st</sup> January and on 1<sup>st</sup> of July every year, the Head of Department shall prepare a list of employees who are due to retire within the next 18 months of that date and a copy forwarded to the Accountant General as per Rule 109 of Part III KSR.
2. The pension Sanctioning Authority shall ensure that the Accountant General receives pension papers, complete in all request with necessary sanctions and documents/certificates, 12 months in advance of the date of retirement of Government employees.

3. The Pension Sanctioning Authorities shall ensure that the details of retiring person will fill up in English and Malayalam as per Appendix in circular referred 4 above.
4. Pension Sanctioning Authority shall ensure that the details of Departmental / Judicial proceedings if any pending are recorded in the Remarks of Receiving Authority.
5. Stringent action shall be taken against those who do not follow the above instructions scrupulously.

**K.RAJASREE**  
Joint Secretary(Finance)

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram  
All Heads of Departments and Offices.  
All Departments (All Sections) of the Secretariat including Law Department.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L)  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with CL)  
The Managing Director, KSRTC, Thiruvananthapuram (with CL)  
The Registrar, University of Kerala/ Cochin/Calicut (with C.L)  
The Registrar, Mahatma Gandhi University, Kottayam  
The Registrar, University of Kannur, Kannur.  
The Registrar, Kerala Agricultural University, Thrissur  
The Registrar, University of Sanskrit, Ernakulam.  
The Registrar, High Court, Ernakulam. (with CL)  
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.  
The Private Secretaries to Chief Minister and other Ministers.  
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition and Government Chief Whip.  
The Director of Public Relations, Thiruvananthapuram.  
The Secretary to Governor.  
The Additional / Deputy Secretary to Chief Secretary.  
The Director of Treasuries , Thiruvananthapuram.  
The Managing Director s/General Managers of all Government Companies/ Boards/ Corporations/ Autonomous Bodies.  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in) for publishing on the website.  
Stock File / Office Copy.

**Forwarded/By Order**

  
**Section Officer**