



**GOVERNMENT OF KERALA**  
**Finance (Pension.A) Department**

**CIRCULAR**

No. 53/2013/Fin

Dated, Thiruvananthapuram 11.06.2013.

**Sub :** Expeditious settlement of pension claims-delay in submission of pension papers-guidelines issued

**Ref :** 1.Cir.No.106/2009/Fin dated 30.12.2009

2. Letter No.PM/2/6-44/13-14/24923/79 dated 16.04.2013 from  
O/o Principal Accountant General (A&E), Kerala,  
Thiruvananthapuram

1. In the circular cited, instructions were issued to all Head of Departments to furnish and forward the pension details of the officers who are due to retire from service to the Accountant General (A&E), Kerala, Thiruvananthapuram and Finance (Pension.A) Department in the prescribed proforma.

2. The procedure relating to grant of pension detailed under Rules 108 to 115, Part III, Kerala Service Rules states that a Government employee should submit his formal application for pension at least one year in advance of the date of retirement and every Head of Office shall undertake the work of preparing the pension papers one year in advance of the retirement of the Government employee concerned. The Head of Department should send Service Book and Pension Book of all officers to the Accountant General at least one year in advance of the date of retirement after satisfying himself that the Service Book is complete in all respects.

3. Rule 116 of KSR Part III provides for sanction of Anticipatory pension before the date of retirement itself in cases where pension cannot be finally assessed and settled. In cases where Departmental/Judicial proceedings are pending, provisional pension can be paid as per Rule 3A, till the date of passing the final orders on conclusion of such proceedings.

4. The Principal Accountant General, in the letter referred above, has brought to the attention of Government that in a majority of cases, there is inordinate delay in receiving the pension proposal/sanction from the Pension Sanctioning Authorities to the Principal Accountant General. Hence, in order to extend better service to retired officials and to have a watch over the officers who are due to retire in the near future, all Head of Departments are directed to furnish by 31.07.2013 a list of officials due to retire in the next 18 months (i.e., from 1<sup>st</sup> July 2013 to 31<sup>st</sup> December 2014). It is reiterated that all Pension Sanctioning Authorities should ensure that the provisions in Kerala Service Rules are strictly followed so that delay in sanctioning pension is avoided and payment of pension in all cases commences from the 1<sup>st</sup> day of the month in which the pension becomes due.

**RAJESH KUMAR SINHA**  
Secretary (Finance Expenditure)

To

**The Principal Accountant General (Audit), Kerala,  
Thiruvananthapuram.  
The Accountant General (A&E), Kerala, Thiruvananthapuram.  
All Heads of Department.  
All Additional Chief Secretaries/Principal  
Secretaries/Secretaries/Special Secretaries/Additional  
Secretaries/Joint Secretaries/Deputy Secretaries/Under  
Secretaries to Government.  
All Departments (All Sections) in the Secretariat.  
The Director of Treasuries, Thiruvananthapuram.**

**All District Treasury Officers/Sub Treasury Officers.**

**The Director, Information and Public Relations,  
Thiruvananthapuram.**

**The Secretary to Governor.**

**The Private Secretaries to Chief Minister and Other Ministers.**

**The Private Secretaries to the Leader of Opposition and Government Chief  
Whip**

**The Private Secretary to the Honourable Speaker.**

**The General Administration (S C) Department**

**The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)**

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**Forwarded By Order**



**Section Officer.**