

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), KERALA,  
THIRUVANANTHAPURAM**

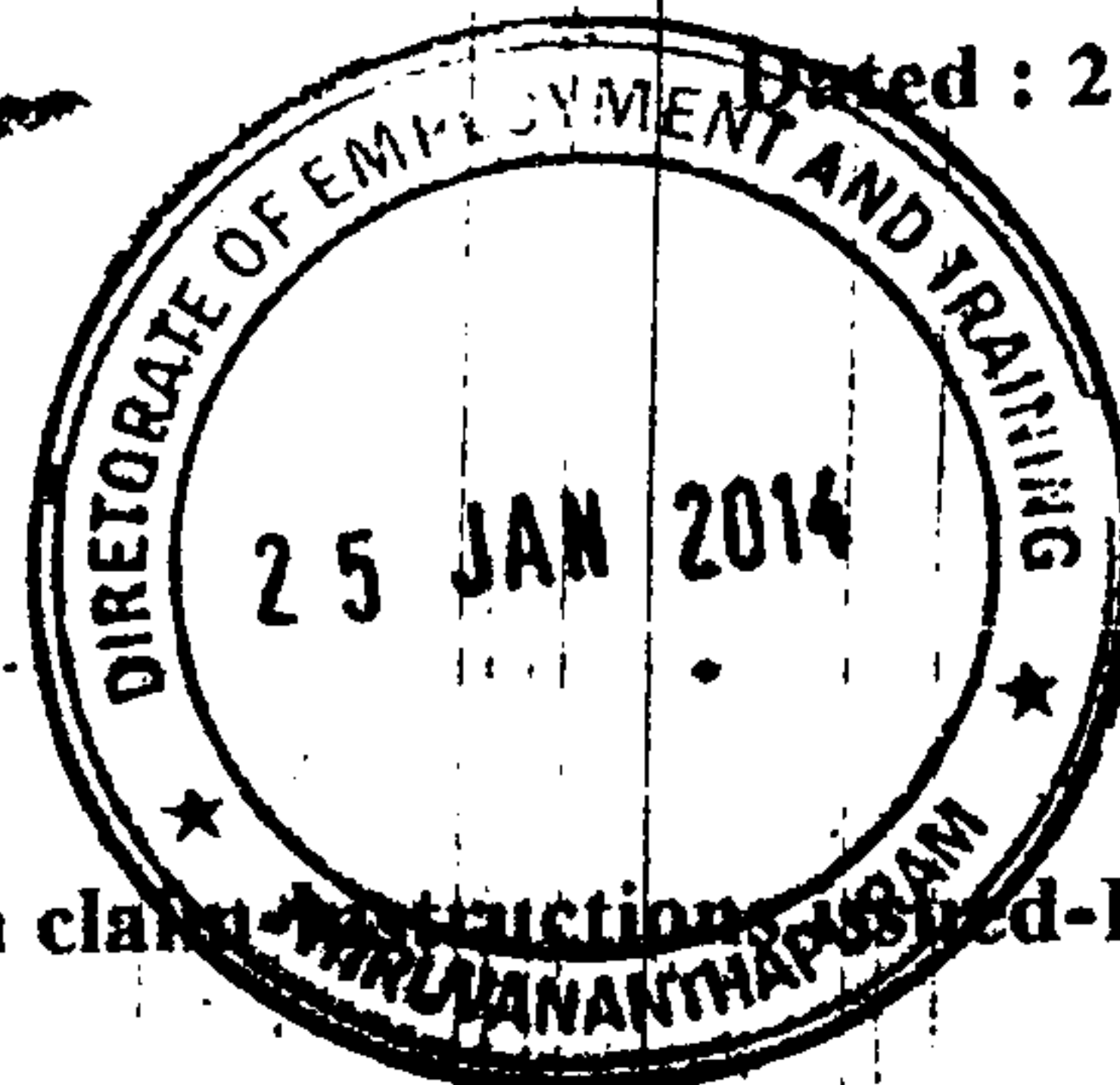
PM / 2 / 6-44 / 13-14 / 424485 / 912.

Dated : 21.01.2014.

To

**ADMINISTRATIVE OFFICER,  
DIRECTORATE OF TRAINING,  
THIRUVANANTHAPURAM.**

Sir,



3039

**Sub: Expeditious settlement of pension claim - Instruction Issued - Reg.**

The issue of resolving delay in settlement of pension claims is under correspondence with the highest level in the State Government. There is inordinate delay on the part of Pension Sanctioning Authorities (PSA) in processing pension papers of Government employees and Teachers though directions in this regard have been issued by Government/Accountant General several times. In order to ensure timely authorisation of pension benefits to as many retiring officials as possible, on or before the date of retirement, it is reiterated that the Pension Sanctioning Authorities should comply with the following requisites:

1. On the 1<sup>st</sup> of January and 1<sup>st</sup> of July each 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 supplied to the Accountant General.
  2. The Pension Sanctioning Authorities shall ensure that the Accountant General receives pension papers, complete in all respects, with necessary sanctions and documents/certificates, 12 months in advance of date of retirement of Government employee.
  3. The sanctioning authorities shall ensure that all relevant columns in page 11 and 12 of Pension Book are properly filled, duly authenticated with the signature, designation and seal of the competent authorities concerned. If any disciplinary action initiated/cases before Court/Vigilance Tribunal are pending, the fact may be specifically and clearly recorded in the Remarks of the Receiving Authority and only provisional pension sanctioned in such cases.
- For prompt delivery of authorisations/other communication, full postal address (including PIN code number) of the employee/Pension Sanctioning Authority may be noted in the Pension Book/letters.
- Telephone number (both land phone and mobile) and e-mail address, if any, of the employee/sanctioning authority may be recorded in the Pension Book just below the postal address.

The matter may have to be considered with due importance and pension proposals forwarded accordingly henceforth.

Yours faithfully,

**Su. Sudha Preeya**

**Deputy Accountant General (Pension)**

The document should be uploaded to the Department website

Endt. No: A1/3039/2014 Dated : 04.02.14

Copy communicated to all Principals of ITs/Training Officers/RDT

Kannur