

**POLICE**



**DEPARTMENT**

**No.A6(b)-756/2017/EC**

City Police Office,

Kochi

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04842385000

Dated.26-10-2017

**DO No.814/17EC**

Sub : Retirement list during the year 2018- publishing of- reg

List of Officers/Police Personnel / Ministerial staff of this unit who are due to retire from service on superannuation with effect from the after noon of the last day of the month, in which they attain the age of 56 years on superannuation during the year 2018 is furnished in Appendix-I. They will be relieved on the date after collecting back all the Govt properties which are to be surrendered before their retirement from service and they would not be retained in service beyond that date on any account. The CUG SIMs allotted to them should be surrendered to the concerned Section at CPO. Liabilities if any outstanding against these retiring officers should be assessed and reported to this office sufficiently early to effect the recovery from their last pay. Separate report should be sent by the SHOs / Unit Heads concerned to this office immediately after the concerned officer was relieved of his duties on retirement. If any one is received on transfer from any other district or special units is found due for retirement on superannuation during the year 2018 after the issue of this DO, their name, rank and date of birth etc. should be reported to this office by the officers concerned under whom he is working without fail for verification and incorporation of their names. The Commandant, AR Kochi City, ACs AR Kochi City and Thrippunithura, ACsP Ernakulam, Mattanchery, Thrikkakara, Control Room, Traffic East and West, C/D, Narcotic Cell, DCRB, Dist.SB and all CIs and SHOs are hereby directed to verify the date of birth of all Police Personnel working under them with reference to their SSBs/MH sheet etc. and report immediately to this office whether the name of any person who is due to retire from service during 2018 is to be excluded from the list furnished in Appendix-I. If any error is noticed in the list after verification of Small Service Books /Medical History sheet etc. that fact should be reported to this office forthwith. All officers will forward a compliance report in the matter with in seven days without fail. It may also be noted, if anybody happens to be retained in service and draw /receive pay and allowances after the age of 56 years ie, after the date of retirement, the SHOs / Unit Heads concerned will be held personally responsible for the lapses. Copies of this DO will be shown to each Personnel whose name is included in the list and obtain their dated signature on the list against their names and returned to this office duly certified by SHOs / Unit Heads, as follows:

(1) The list has been circulated among all concerned working under them and obtained their dated signature and ensured that nobody was excluded.

(2) The list has been verified and found correct and none due to retire on or before 31/12/2018 has been excluded from the list. If excluded the name, rank, designation, date of birth, date of retirement etc. may be furnished for inclusion in the list. The unit Heads/ Sections concerned of City Police office, Kochi / Dist Police Co-Operative Society will finalize the liabilities towards Govt./Co-Operative Banks / Societies / KPHCS / Co-Operative dues / Quarters dues/Quarters rent/ Water charges Electricity Charges/Professional Tax/ Leave settlement/KPW&A fund loans/Tour advance/Excess



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pay drawn/ MCA /HBA/ CA/ Telephone charges/Departmental Disciplinary proceedings(OE/Non OE) Judicial/Vigilance cases Aid Prosecution advances etc. pending against those retiring employees sufficiently early, so that their pensionary benefits can be released without any delay. When the service books of transferred Personnel are received in this office, Service Book Section Clerk will check up at the time on receipt of Service book of each individual from other units whether the particular person is ripe for retirement and if so, the position may be brought to the notice of pension Section Clerk in order to issue appropriate orders. Also, A1(a) & A1(b) Section Clerks will inform pension Section Clerk, the date of retirement of Police Officers/Personnel/ Tech.staff. Drivers of local/AR who are transferred and posted to this unit and due to retire in 2018, from the details furnished by the concerned on Bio - data Register at the time of reporting for duty in this office. The concerned Unit Heads/SHOs should forward the following reports to City Police Office Kochi within 5 days from the date of retirement of employees concerned.

(1) Liability / Non-Liability report. (2) No leave Roll pending report.

The officers concerned will direct the Personnel included in the Appendix- I to submit formal application for pension with the following documents to CPO Kochi at least 6 months prior to the date of retirement.

(1) Pension Book (2 copies)

(2) Identification particulars Height (3 copies) duly attested by CI's concerned.

(3) Specimen signature (3 Copies) duly attested by CI' s concerned.

(4) Details of family members duly attested by CI' s concerned.

(5) Left Hand Thump and finger impression (3 Copies )duly attested by CI' s concerned.

(6) Nomination for life time arrears of Pension ( Form A) duly attested by CI' s concerned.

(7) The retiring person fill up the following pages of the Pension Books 5,23,27,29,31,33,37 and 41.(English Book ) & 7,29,33,35,37,39,43 and 47 ( Malayalam Book)

(8) Passport size photographs (Joint) 4 copies each (Legal wife and husband ) duly attested by CI' s concerned.

(9) Permanent address after the retirement to which communication have to be sent (3 Copies ).

10)Name of Treasury from which payment are to be received.

All Gazetted Officers may send their formal application for pension along with the required documents to the District Police Chief, Kochi City at least one year before their retirement without waiting for any intimation either from this office or from the office of the Accountant General Kerala. On his / her option, the subscriber can stop the subscription to GPF account within one year of his / her retirement and apply for closure of accounts in advance. This chance can be utilized by the retiring Personnel in order to receive their GPF closure amount without delay. The terminal surrender of EL can be sanctioned to a retiring person immediately after his retirement without waiting application from the individual. The leave section of City Police Office Kochi will ensure early action regarding the settlement of EL Accounts. As per G.O.(P)No.255/90/Fin dated 28/4/90, the subscribers to FBS are given option to remit the subscription in lump for the last six months prior to retirement for speedy settlement of the claim. The retiring person can utilize the chance in time. He/She can submit application to CPO ,Kochi well before 6 months for the recovery of FBS subscription in lump. The FBS Section of CPO Kochi will see that early action is taken to get the FBS account transferred to this district from other units. If the retiring person had worked in other units prior to retirement, care should be taken to up-to-date the register-cum broad sheet in respect of the individual. It should also be ensured that the reconciliation of the up-to-date account of the subscriber is done sufficiently early before the retirement of the subscriber. As in the case of FBS, option for recovery in lump of six months premium to General Insurance Scheme will also be made. But, the final settlement of the scheme will be taken up only after the date of retirement in order to ensure continued Insurance Coverage as envisaged in the scheme. Application in Form-3 should be obtained well in advance and the entries in the pass book made up to date. Proposal for final payment should be sent to the Director of Insurance without



delay. In the pay of lumpsum Grant from the KPW&A Fund to a retiring person as admissible in G.O(MS) 1196/81/Home dated 3/12/1981, the amount should be calculated well in advance after obtaining the details of recovery of subscription from former units if required. The concerned Section will take early action in the matter.  
Please acknowledge receipt of the D.O.



26-10-2017  
DINESH M P IPS,  
District Police Chief

To : The Individuals through the SHOs concerned.

Copy To : All Officers for necessary action. All Section Heads and Section Clerks of CPO Kochi for initiating action for the early settlement of all the pensionary claims and other claims such as final payment of GPF, FBS, GIS,SLI,KPW & A and other claims like that so as to help the pensioner to get his benefits immediately after retirement. All District Police Chiefs, City/Rural and Commandants of Battalion for information and necessary action. The State Police Chief, Kerala, Tvpm . (With C/L) ADGP South Zone, Tvpm , IGP Kochi Range & AG(A&E) Kerala, Tvpm (with C/L) Sr.AA, Manager & Accounts Officer for information Cashier, SA, CA to DPC and CA to DCP (L & O, Traffic). CA to DCP (Admn. & Crimes) for information and necessary action. AC DCRB, SHO Cyber Cell, Kochi City for information and necessary action. DO Book and DO file.

