

POLICE



DEPARTMENT

No.A4-14783/2017/RP

Railway Police Headquarters,
Thiruvananthapuram

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04712320619

Dated.15-11-2017

DO.311/2017

Sub : Retirement -list of Police officers , Police Personnel & Ministerial Staff due to retire from service on superannuation during the year 2018 - Orders issued.

A list of the Police Officers/Police Personnel/ Ministerial Staff/ Part Time Sweepers etc of this unit who are due to retire from service for the period from 01/01/2018 to 31/12/2018 is furnished below as annxure I. They will be relieved on the due date after collecting back all the Govt properties which are to be surrendered and they should not be retained in service beyond that date on any account.Liabilities, if any outstanding against these retiring personnel 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 Station House Officers/ Unit Heads concerned to this office soon after the officer concerned is relieved of his/ her duties on retirement. If anyone is received on transfer from any other districts or separate unit subsequently and found due for retirement on superannuation during the year 2018, after the issue of this D.O., their name, Rank, Date of Birth, Date of Retirement etc should be reported to this office by the officer concerned under whom he is working without fail for verification and incorporation of their names.

The Service Book Section will check at the time of receipt of Service Book of each individual transferred from other units whether the particular person is due to retire from service during the year 2018 and if so without any lapse of time, the matter may be brought to the notice of pension section in order to issue appropriate orders. All DSRPs, IRPs and RPSIs 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 working under them who is due to retire from service during the year 2018 is excluded from the list furnished in annexure I. If any error is noticed in the list after verification that fact should be reported to this office forthwith.

All officers shall forward a compliance report in the matter within a fortnight without fail. It may also be noted that, if anybody happens to be retained in service and draws/receives pay and allowances after the date of retirement, the SHOs/ concerned Unit Heads will be personally responsible for the lapses. Copies of the D.O. will be circulated among each personnel whose name is included in the list and obtain their dated signature on the list against their names and return to this office duly certified by SHOs/Unit Heads to the effect that as follows.

1. The list has been circulated among all concerned working in this station /Unit and obtained their dated signature and ensured that nobody is excluded from the list.
2. The list has been verified and found correct and none of them working in this station/ unit who is due to retire from service during the year 2018 has been excluded from the list. If any one is excluded, their name, Rank, Designation, Date of Birth and Date of Retirement may be furnished for inclusion in the list.

The Unit Heads / sections concerned in Railway Police Head Quarters, Thiruvananthapuram will finalise the liabilities towards Govt/ Co -operative Banks/ Societies/ KPHCS/ Quarters rent/ Electricity/ water Charge/Professional Tax/ Leave settlement/ KPW&A Fund loans/ Tour advances/ Excess pay drawn/ MCA/ HBA/ Telephone charges/ departmental disciplinary proceedings etc pending against those retiring employees sufficiently early so that their pensionary benefits can be released without any delay. Concerned Unit Heads/ SHOs should forward the Liability/Non -liability report & No leave roll pending report to this office within 3 days from the date of retirement of employee concerned.

The officers concerned shall direct the personnel included in the list to submit the formal applications for pension with the following documents to this office at least six



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months prior to the date of retirement.

- 1.Pension Book (Two copies). The retiring person will fill up the pages No 5,23,27,29,31,33,37 & 41 of the pension book.
- 2.Descriptive roll and identification particulars duly attested by the CIs concerned (3 copies).
- 3.Specimen Signature duly attested by the CIs concerned (3 copies).
- 4.Left hand thumb and finger impressions duly attested by the CIs concerned (3 copies).
- 5.Passport size photographs, single and joint (Legal wife/ husband) (3 copies).
- 6.Nomination for lifetime arrears of pension (form A) duly attested by the CIs concerned (3 copies).
- 7.Permanent address after retirement (3 copies).
- 8.Name of Treasury from which payment is to be received.

All Gazetted Officers may send their formal application for pension along with the required documents to this office at least one year before their retirement without waiting for any intimation either from this office or from office of the Accountant General, Kerala.

On his/ her option, the subscribers can stop the subscription to GPF account within one year of his/ her retirement and apply for closure of accounts in advance in order to receive their GPF closure amount without delay.

The terminal surrender of Earned Leave can be sanctioned to a retiring person immediately after his retirement without waiting for the application from the individual. The leave section in this office will ensure early action with regard to the settlement of EL accounts.

As per the GO (P) No:285/90 Fin dated 28/04/1990, the subscriber to FBS are given option to remit the subscription in lump for last six months prior to retirement for speedy settlement of the claim. The retiring person can utilise the chance in time, he/she can submit application to this office well in advance before six months for the recovery of FBS subscription in lump.

As in the case of FBS, option for recovering in lump of six months premium to GIS will also be made. But the financial 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 No 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 payment of lump sum grant for KPW&A Fund to a retiring person as admissible in GO(MS)1196/81 Home dtd 03/12/81, the amount should be calculated well in advance after obtaining the details of recovery of subscription from the former units if required. The concerned section in this office will take early action in the matter.

ANNEXURE I

List of Police Officers/ Police Personnels/ Ministerial Staff due to retire from service during the year 2018.

Sl.No	Name	Pen No	Designation	Unit	Date of Birth	Date of Entry in Service	Date of Retirement
1	Venugopalan Nair	191524	SI 502 (SN)	DCRB	04-01-1962	01-04-1988	31/01/2018
2	Unnikrishnan.M	266972	SI 4681(SN)	RPS KKD	25/01/1962	01-04-1985	31/01/2018
3	Balakrishnan.V	110784	Driver SCPO 5571	RPS PKD	17/02/1962	01-08-2000	28/02/2018
4	Mani.K	267010	SI(SN) 3668	RPS PKD	29/04/1962	01-01-1988	30/04/2018
5	Pavithran.P.V	137035	SI(SN) 982	RPS KSGD	20/04/1962	01-01-1988	30/04/2018
6	K K Jayamohan	524299	SP	SRP Office	25/5/1958	22/06/1981	31/5/2018
7	Ambika.T	267215	Sr Clerk	SRP Office	28/5/1962	11-11-2005	31/5/2018
8	Baby.D.K	114058	SCPO 4667	RPS KLM	15/05/1962	16/03/1987	31/05/2018
9	Subhash.J	355189	SPO 4962	RPS PNLR	20/05/1962	20/08/1990	31/05/2018
10	Karthikeyan.K.N	363538	CPO 1219	RPS PNLR	10-05-1962	29/01/1996	31/05/2018
11	Tomson.K.J	140541	SI (SN)1145	RPS EKM	18-05-1962	01-12-1987	31/05/2018
12	Sreenivasan.A.V	136412	SI (SN) 3812	RPS KNR	01-06-1962	07-02-1984	31/05/2018
13	Stephen.T	116583	SI (SN) 9594	RPS PSLA	20/05/1962	23/07/1984	31/05/2018
14	Kaladhresh.P.M	266964	SI (G) 9015	RPS PSLA	30/05/1962	01-06-1988	31/05/2018
15	Salim.P.S	139406	SI (G) 9389	DCRB	12-05-1962	01-08-1990	31/05/2018
16	Badarudeen	117432	SI(SN) 7973	RPS TVC	02-06-1962	07-02-1984	30/06/2018
17	Madhavan.V.C	680797	PTS	RPS PKD	15/06/1948	16/07/1993	30/06/2018



18	Muhammed Najeeb	146982	Dvr.SI 5437	DCRB	25/07/1962	01-08-1987	31/07/2018
19	George.V	267005	ASI(G) 9662	RPS TVC	01-08-1962	01-12-1987	31/7/2018
20	AnilKumar.A	117613	SI	RPS PSLA	25/07/1962	07-12-1983	31/07/2018



15-11-2017
Jayamohan K K, IPS,
Superintendent of Police

To : The Individuals through RPSIs/Unit Heads concerned for urgent necessary action.

Copy To : The Accountant General (A&E),Kerala for information. (with C/L)
The State Police Chief, Kerala for information.(with C/L)
The Addl Director General of Police, South Zone for information
The Inspector General of Police, Tvm Range for information.(with C/L)
All DPCs and CMTs to inform liabilities if any outstanding against the officers included in the Annexure 1
The Secretary, Police Society, Thiruvananthapuram and the Secretary KPHCS Ernakulam for information and to ascertain the liabilities of the persons who are due to retire from service upto 31/12/2018.
All DSRPs/IRPs / RPSIs for information and necessary action.
CA to SRP, DYSP (Admn), AA, Manager for information .
AA, Manager, Cashier, CA to SP, All JSs
All sections in this office for information and necessary action to ascertain the liabilities of the persons who are due to retire from service .
DO Register/ DO/ Stock File

