

POLICE



DEPARTMENT

No.A6-203340/2021/PHQ

Police Headquarters,
Thiruvananthapuram

✉ phq.pol@kerala.gov.in

☎ 04712721547

Dated. 10-01-2022

Circular. 2/2022/PHQ

Sub : Pension: Redressing issues related to missing entries in Service Books and delay in receipt of terminal benefits of employees - Expeditious settlement of pensionary claims - instructions issued:

Ref : Govt. Circular No.57/2017/Fin dated 19/07/2017.

As per the reference cited, government has instructed that the Pension Sanctioning Authority, shall on the 1st January and 1st of July every year shall prepare a list of employees who are due to retire within the next 18 months and send a copy of the same to the Accountant General in accordance with Rule 109 , Part III KSR. All Unit heads are directed to comply with the Government circular. It shall also be ensured that, the list is circulated among all officers concerned.

(2) It is also directed to ensure that the Accountant General receives all pension related papers, duly completed with necessary sanctions, documents & certificates, 12 months ahead of the date of retirement of the employees. Hence the Officers concerned will direct all incumbents who are due to retire from service on superannuation to submit their pension applications online through PRISM (Pensioner Information System) (Website www. prism.kerala.gov.in) along with physical application including identification particulars and joint photographs in duplicate to the Receiving Authority 12 months prior to the date of Superannuation.

(3) It is a common complaint from many retired police personnel that entries in their Service Book were not correct. **Hence it is directed that all the employees who are included in the retirement list are to be given a chance to verify their service books** (service matters including promotion/ pay related matters/Punishment entries/ Test qualification/ leave accounts etc,) on a particular date and time well ahead of forwarding the pension application to the Accountant General .

(4) **In addition to the above, all Unit Heads are directed to impart sufficient training for those retiring on handling PRISM and also impart general awareness in submitting applications for claiming other terminal benefits.** The following general Instructions are issued for the benefit of employees expecting superannuation.

GPF Closure

(5) The subscriber can opt to stop the subscription to GPF Account within one year prior to retirement and apply for closure of accounts in advance. This can be utilised by the retiring personnel in order to receive their GPF closure without delay.

LPC

(6) The Last Pay Certificate in respect of an employee who has entered into superannuation shall be issued within 7 days from the date of retirement.

Terminal Surrender

(7) The terminal EL surrender can be sanctioned to a retired employee immediately after retirement without any specific application from the individual. The unit shall ensure prompt settlement of EL accounts and it should also be ensured that the EI for the first year of service has been adjusted according to the provisions in GO(P) No. 75/2007/Fin dated 27/02/2007 on completion of three years of service.

FBS

(8) As per GO (P) No. 255/90/Fin dt. 28.04.1990, the subscribers of FBS are given option to



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remit the subscription in lump for the last six months prior to retirement for speedy settlement of the claim. The retiring personnel can utilise this option and submit application to the concerned offices six months in advance. If the retiring person has worked in other units prior to retirement, care should be taken to update the register – cum – broad sheet in respect of the individual. It should be ensured that the reconciliation of the up to date account of the subscriber is done sufficiently early before the retirement of the subscriber.

GIS

(9) As in the case of FBS, option for recovery in lump of six months premium to Group Insurance can also be made. But the final settlement of the scheme will be taken up only after the date of retirement. Application in “form 3” should be obtained well in advance and the entries in the Pass Book made up to date. Proposals for final payment should be sent to the District Insurance Officer without delay.

SLI

(10) Application in prescribed format should be obtained well in advance and the entries in the Pass Book made up to date. Proposals for final payment should be sent to the District Insurance Officer without delay.

Lump-Sum Grant from KPW&A Fund

(11) In the case of payment of lump sum grant from KPW & A Fund, to a retiring person as admissible in GO(MS) No. 1196/81/Home dtd. 03/12/1981, the amount should be calculated well in advance after obtaining the details of recovery of subscription from former units, if required.

(12) The Unit Heads shall finalise the liabilities towards Government/Quarters rent/Water charges/Electricity charges/Telephone Charges/Professional Tax/Leave settlement/KPW & A Fund Loans/ Tour Advance/Excess Pay drawn/MCA/HBA/Departmental disciplinary Proceedings (OE/Non OE)/ Judicial or Vigilance case enquiry etc. pending against those retiring employees sufficiently early so that their pensionary benefits can be released without any delay.



Anil Kant IPS
State Police Chief

To : All Unit Heads for strict compliance

Copy To : 1. All officers in PHQ for information
2. All CAs in PHQ for information

