

GOVERNMENT OF KEALA  
**Finance (pension -B) Department**

**CIRCULAR**

NO 4/88/Fin

*Dated, Trivandrum, 4th January 1988*

Sub: - Pension -Half yearly statement regarding the list of retiring  
Officers –Forwarding of further instructions - issued;

Ref: - 1 G.O (P) 577/83/Fin. dated 12-9-1983

2. D.O Letter PRI/GI/6 -126/87-88/257 DATED 9-12-1987  
From the Accountant General (A&E), Kerala, Trivandrum.

As per rule 109 , part 111 , Kerala Service rules Every Head of Department should prepare a list of employees who are due to retire within the next 12 to 18 months on the 1st January and the 1<sup>st</sup> July each year . A copy of such list should be forwarded to the Accountant General not later than 31st January or the 31<sup>st</sup> July as the case may be of that year .

2 The Accountant General in his letter cited has reported that the above list prescribed in the rule is not being received in his office from a large number of heads of Departments / Public Sector Undertakings . In the circumstances, the following further instructions are issued in the matter .

3 All heads of Departments should ensure that the list of employees to retire in the next 12 to 18 months is prepared and forwarded to accountant General in triplicate on the due dates itself . Cases of persons \*\*\* other than on superannuation and cases of absorption in autonomous bodies and cases of deaths etc should also be intimated to the Accountant General as soon as they become known , The following details should be included in the list to be forwarded to the Accountant General .

- (i) Name and Designation of the officer
- (ii) Date of birth.
- (ii) Date of retirement
- (iii) G.PF/CPF account number.
- (iv) Number and date of sanction and the amount and the amount of long to 6 term advances if and taken by the Government servant and whether recovery of installments and / or interest there on is still pending on the date of preparation of the statement.
- (v) Remarks.

- 4 Violation of the instructions on the part of any of the Heads of Department / Public Sector undertakings will be viewed seriously and severe action will be initiated against them.

K. MOHANDAS  
*Special secretary (finance)*

To

The Accountant General, (A& E)/ Audit Kerala, Trivandrum,  
The Secretary to Governor.  
All Heads of Departments and office  
All Departments and sections of the Secretariat.  
All Public Sector Undertakings/Autonomous Bodies.  
The Secretary Kerala K.P.S.C. Trivandrum (with C.L)  
The Registrar, High Court of Kerala, Ernakulam (with C.L)  
The Registrars University of Kerala/ Cochin/Calicut/Kottayam (with C.L)  
The Registrar Kerala Agriculture University, Trichur (with C.L)  
The Advocate General Ernakulam (with C.L)  
The Secretary, Kerala State Electricity Board (with C.L)  
The General Manager Kerala State Road Transport Corporation Trivandrum  
(with C.L)  
The Private Secretaries to the Chief Minister and other Ministers.  
The Private Secretary to the Leader of Opposition Room No 28 Legislators  
Hostel (Old Block) Trivandrum.  
The Confidential Assistant to the Chief Secretary.

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