

**Kerala Gazette No.44 dated 5<sup>th</sup> November 1963.**

**PART I**

**GOVERNMENT OF KERALA**

**Abstract**

**SCHEMES FOR PROVIDING IMMEDIATE RELIEF TO THE FAMILIES OF NON-GAZETTED GOVERNMENT SERVANTS WHO DIE WHILE IN SERVICE – ORDERS ISSUED.**

---

FINANCE DEPARTMENT

**G.O.(P) NO.550/63/Fin.**

**Dated, Trivandrum, 15<sup>th</sup> October, 1963.**

---

Read:- Notification No.F, 10 (18)-EV (A)/60 dated 16-10-1960 and 9-2-1963 of the Government of India.

**ORDER**

The question of timely relief that should be given to the families of non-gazetted Government Servants in permanent or temporary employ including members of the work charged establishments and those borne on full time contingent establishment who had rendered not less than three years of continuous service and who died while in service whether on duty or on leave with or without pay) in order to enable them (the families) to meet their immediate requirements has been under the consideration of Government for some time past. The necessity for such a human measure has now been accepted and the Government are pleased to issue the following orders:-

- (i) An advance equal to two month's basic pay of an officer, subject to a maximum of Rs.200 (Rupees two hundred only), will be sanctioned in the case of a non-gazetted officer, who dies while in services, in order to enable his family to meet the immediate requirements, if in the opinion of the head of the Department/Office, the family concerned has been left in indigent circumstances upon the death of the Government Servant on whom it was dependent and is in immediate need of financial assistance.
- (ii) In the case of a Government Servant, who was eligible for retirement benefits, payment should be made only to the person or persons nominated by him or otherwise eligible (i.e. where there is no nomination) to receive the D.C.R. Gratuity in the same proportion as they are entitled to vide rules 75 and 79 to 87 and 139 Part III, K.S.R. In the case of those who are entitled to 'Death Gratuity' the payment of the advance should be made to the persons or persons eligible to receive the 'Death Gratuity' under Appendix XI, K.S.R. In respect of members of the Work Establishment Staff who are eligible for 'gratuity' according to the orders issued in G.O.(P)437/60 dated 9-9-1960, the advance may be paid to their family entitled to receive payment of the 'gratuity' as laid down in G.O.(P) 309/59/Fin. Dated 23-6-1959. The advance in respect of these employees will be paid to the person or persons entitled to receive payment of the 'gratuity' in the event of their death-vide G.O.M.S. No.711/62 dated 18-12-1962. In cases where the deceased was not eligible for either "D.C.R. Gratuity" 'Death Gratuity' or 'Gratuity' but was only eligible for Provident Fund the advance may be disbursed to the

person or persons entitled to receive it under the Provident Fund rules applicable to the case.

- (iii) In all cases, an undertaking should be taken from the person or persons concerned before the advance is disbursed, that he/she or they agree to the amount being adjusted against the arrears of pay, death-cum-retirement gratuity or death gratuity or gratuity or Provident Fund as the case may be, ultimately payable to him/her or them.
- (iv) The Heads of Departments and Offices (Gazetted) will sanction the advance.
- (v) Copies of sanctions will be communicated to the Accountant-General and shall contain the following particulars.

1. Name of the officer (non-gazetted)
2. Designation and office in which the person was last working.
3. Last pay drawn (permanent and officiating)
4. Length of qualifying service
5. Amount of advance sanctioned.
6. Name of the payee(s)

The Advances will be drawn in establishment pay bill forms enclosing copy of the sanction and disbursed to the payee(s) specified in the sanction order. The fact of payment of the advance in this behalf should be noted in the Last Pay Certificate sent to the Audit Office along with the papers relating to D.C.R. Gratuity or similar other payments. In cases where the submission of the Last Pay Certificate has been dispensed with, the fact of payment of the advance should be indicated on page 3 of the pension application form or in the letter forwarding the pension papers/paper relating to any other payment to the Audit Office.

The expenditure will be debited to “T. Deposits and Advances Part III Advances not bearing interest (i) Departmental Advance (a) Civil Advances (16) Objection Book Advances to other Officers”.

The Heads of Departments and Offices shall see that the advance is adjusted as early as possible, and in any case within a period of six months from the date of sanction. If the amount of death-cum-retirement gratuity or similar other payments is less than the advance initially sanctioned and the balance has eventually to be treated as non-recoverable, the same shall be debited to '71 – Miscellaneous-(e) Irrecoverable Temporary loans and advances' written off under special orders of Government.

By order of the Governor,  
T. MARIASUSAI,  
Deputy Secretary.

To

The Accountant General, Kerala.  
All Heads of Departments and Offices.  
The Registrar of High Court (with C.L.)  
The Registrar, University of Kerala (with C.L.)  
The Secretary, Public Service Commission (with C.L.)  
The Secretary to Governor.  
The Private Secretary to Chief Minister and other Ministers.  
The Personal Clerk to Chief Secretary.  
All Departments of the Secretariat.  
All Sections of the Secretariat.  
The Director of Public Relations.  
The Superintendent, Government Presses, Trivandrum.