

GOVERNMENT OF KERALA

Abstract

In corporation of Computer format in the Pension Book – Orders issued.

FINANCE (PENSION –B) DEPARTMENT

G.O. (P) No. 805/2001/Fin dated, Thiruvananthapuram, 8th June, 2001.

Read: Do No. P1/G1/Pen.Book/2000-G1/9 dated 30-04-2001.

ORDER

As per reference cited, Accountant General has suggested to incorporate certain data in the Pension Book consequent on the computerization of the Pension wing of his office. Government after having examined the suggestion of the Accountant General are pleased to accept the suggestions of the Accountant General to incorporate the data input sheets annexed to these orders in the front page of the Pension Book. Till the next of Pension book are printer, the Pension Sanctioning Authorities are a directed to submit details in the data input sheets furnished by the Accountant General as loose sheets.

By Order of the Governor,

Sd/-

P.A.K. NEELAKANTAN

ADDL. SECRETARY (FINANCE)

// True Copy //

Sr. Accounts Office.

DATA INPUT SHEET
PART I
 (To be filled in the Pensioner/applicant)

1.	Name of Employee	
2.	Designation	
3.	Office last attended	
4.	PSA	

PART II
 (To be filled in by Head of Office or PSA).

5.	Department reference and date			
6.	Type the case			Service Pension/Family Pension
7.	Type of Pension			Ordinary/Extra Ordinary/Exgratia/Pro-rata/Part-time/personal Staff/Judicial
8.	Class of Pension			Superannuation/Voluntary/invalid /Compulsory//compassionate/Compensation.
9.	Rules applicable			KSR/KER/CH II/Ch III /AISDCRB/GO (P) 248
10.	Date of birth			
11.	Date of joining Service			
12.	Date of retirement			
13.	Date of death			
14.	Permanent address			
15.	a	Name of beneficiary to F P	b	Relation with Pensioner
	c	List of family members (Only the details of Children below 25 years of age & mentally retarded or Physically disabled Children need to be given.)		
		Name	Date of birth	Relation with employee
				Whether married or employed
	d	Nominee/Nominees for DCRG		

PART III
(For use in Accountant General's Office)

Are pensioner benefits to be authorized			
(1) Yes		(2) No	
If yes, whether			
a	i) Final PPO	(1) Yes	(2) No
	ii) Provisional PPO	(1) Yes	(2) No
b	Commutation	(1) Yes	(2) No
c	GPO	(1) Yes	(2) No
3.	Amount to be withheld from DCRG		
4.	Recoveries from DCRG	Amount:	Head of account
	Amount to be DCRG		
5. In case of shared DCRG specify the share (amount) of each claimant, (if any share is to be withheld, the same may be indicated against the claimant.)			
	(1) Name	(2) Date of birth	(3) Amount
6.	In case of LTA of Pension & CVP specify the details claimants:		
	(1) Name	(2) Date of birth	
e	Nominees for LTA of pension & CVP		
16.	Date of birth of beneficiary FP		
17.	Whether applied of commutation, if so % propose to be Commuted, and age next birthday		
18.	Scale of Pay		
19.	Last Pay		
20.	Average emoluments		
21.	A	Total length of Service	
	B	No-qualifying Service	From To
	C	Addition to qualifying Service, (including weightage in Voluntary retirement & invalid pension	From To
	D	Net Qualifying Service, (a-b)+c	
22.		Name of treasury from which payment is desired.	District/Sub Treasury.
23.		Percentage of DA to be reckoned for DCRG.	
24.		DR admissible on pension.	