

GOVERNMENT OF KERALA

Finance Department

CIRCULAR MEMORANDUM

No.30/67/Fin

Dated, Trivandrum, 6th March 1967.

Sub: - Expeditious settlement of pension cases-Check of Service books.

According to the instruction issued by the Controller of Accountants in Circular letter No.T.M.V./13-4-63-64/159 dated 12-7-1963 the service book of non-Gazetted Government servants who are to retire within five years should be sent to his office by the Department officers who maintain them for a general scrutiny of the entries regarding fixation of pay, regulation of increments etc. The Controller of Accounts has brought to the notice of the Government that service books of all persons due to retire within five years are not being sent to his office by the Department for one reason or another such general scrutiny will ensure timely detection and regularization of over-payments if any, and will minimize delay in settlement of pension on the retirement of officials. It is, therefore, highly necessary to ensure that Service Book of all persons due to retire within five years are sent upon for scrutiny every year till the year of retirement and that no omission in that respect occurs. Accordingly Government issues the following instructions:-

- (i) Service Book of all non-Gazetted officers who are due to retire within five year should be sent, after the annual verification contemplated in rule 181 Part I I I K. S.Rs, to the Audit Office for scrutiny once every year irrespective of the fact that the Service Book concerned were checked by the Inspection Parties of the Audit Office during local audit.
- (ii) The Service Book will be forwarded to the Audit Office by 15th May of every year, at the latest.
- (iii) The report due to be submitted to Government by the Heads of Department as per note 2 below Rule 181 Part I I I K.S.Rs. Will include also a certificate to the effect that the Service Book do all persons due to retire within five year have been forwarded to the Audit Office for check.
- (iv) Each Head of Office will, under his signature, enter the fact of such verification by the audit Office, in the duplicate Service Book ordered to be maintained in respect of each non-gazetted officer- Vide G.O (P) 493/66/fin dated 10-11-1966.
- (v) 2. Necessary amendment to Note 2 below rule 181 Part III K.S.Rs will be issued separately.

K.A. SREEDHARA MENON,
Joint Secretary

To

The Controller of Accounts.

All Heads of Departments and Officers

The Secretary, Kerala Public Service Commission (with C.L)

The District Recruitment Boards (with C.L)

The Registrar of High Court (with C.L)

The Register, University of Kerala (with C.L)

The General Manager, Kerala State Road Transport Corporation (with C.L)

The Secretary Kerala State Electricity Board (with C.L)

The Secretary Vigilance Commission (with C.L)

The Advocate General (with C.L)

The Stenographer to the Chief Secretary

All Department and Sections of the Secretariat.

The Secretary to Governor

The private Secretaries to all Ministers and Chief Minister
