

Kerala Gazette No.2 dated 8<sup>th</sup> January, 1963  
PART 1

GOVERNMENT OF KERALA  
Abstract

RULES-KERALA SERVICE RULES-APPLICATION FOR PENSION PROCEEDING  
BY THE AUTHORITY RECEIVING THE APPLICATION-AMENDMENT ISSUED.

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FINANCE DEPARTMENT

G.O.(P)736/62/Fin.

Dated, Trivandrum, 27<sup>th</sup> December 1962

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Read: 1. Government of India, Ministry of Finance, (Department of Expenditure)  
Notification No.F 17(4)-EV©/61 dated 30-6-1961; and  
2. Letter No.PR.6-44/4101/61-62/G1/427 dated 20-10-1961 from the Accountant  
General, Kerala.

NOTIFICATION

In exercise of the Powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Kerala hereby makes the Following amendments to the Kerala Service Rules, namely:-

AMENDMENTS

C.S.No.40/62

In part III of the said Rules:-

1. In Rule 129 for the words and figures "Form No.2" the words and figures " From No.11" shall be substituted.
2. The Note under Rule 132 shall be deleted.
3. In Rule 133, for clause (i), the following clause shall be substituted, namely:-
  - (i) The authority receiving the formal application shall immediately drawn up the application in form 2 in accordance with the instruction embodied in Form 3. Even where a formal application has not been received the Head of the Department shall draw up the application in Form 2 as soon as it becomes known that an Officer is due to retire within one year or has proceeded on leave preparatory to retirement and shall not delay it till the officer has actually submitted the formal application for pension. In the latter case entries against items 14, 16, 17, and 18 on the first page of Form 2 shall not be filled up at the initial stage. The relevant entries shall be made soon after the formal application is received. However, if by the time the formal application is

received, the application shall immediately be forwarded to the Audit Officer who will complete the necessary entries”.

4. In rule 136, the following shall be inserted after the first sentence:-

“Even where the formal application has not been received the Head of Office shall draw up the application in form 2 and follow the procedure as prescribed in rule 133(i)

5. In rule 138(a) , for sub clause(i) and (ii) the following shall respectively be substituted;

“(i) After completing the verification in the manner indicated in rule 136 above, the Head of the Office shall draw up the application in Form 2.. This should be done irrespective of the fact whether a formal application for pension has been received from the Officer or not. It at the time the application in form 2 is drawn up, a formal application is form the Officer has not yet been received, entries against item 14, 16,17 and 18 on the first page of form 2 shall not be filed up at that stage. The relevant entries shall be made soon after the formal application is received. However, if by the time the formal application is received, the application in in Form 2 has already been sent to the Audit Officer, the formal application shall immediately be forwarded to the Audit Officer who will complete the necessary entries”.

(ii) The Head of the Office shall also follow directed contained in clause (ii) to (iv) of rule 133”

6. In Form 3, the entries against the existing Clause (a) of item 8 shall be deleted and the following clause shall be substituted:-

“Formal application for pension in Form No.11, namely:-

FORM No.11  
FORMAL APPLICATION FOR PENSION

Form

To

Subject: Application for sanction of pension.

Sir,

I beg to say I am due to retire service with effect from the ..... my date of birth being .....I therefore request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of retirement. I desire to drawn my pension from.....Treasury.

2. I hereby declare that I have neither applied for no received, any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter

without quoting a reference to this application and the orders which may be passed thereon.

3. I enclose here with:-

- (i) Two specimen signature of mine, duly attested.
- (ii) Two copies of a passport size photograph of mine, also duly attested.
  - (iii) two slips each bearing my left-hand thumb and finger impressions.
  - (iv) two slips each showing particulars of my height and identification marks.

4. My present address is ..... and my address after retirement will be

.....  
.....

Dated.....

(Signature)  
Designation.

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Note: Any subsequent change of address should be notified to the head of office.

“This is required only in the case of persons who are illiterate and cannot sign their names.

By orders of the Governor,  
S.Y.MUTHUSWAMY,  
Joint Finance Secretary.

To

The Accountant general  
The Heads of Department and Officers.  
The Registrar, High Court (with C.L)  
The Registrar, University of Kerala (with CL)  
The Secretary Kerala Public Service Commission (with C.L)  
The Department and Section of the Secretariat.  
The Secretary to the Governor and Comptroller, Governor’s Household.  
The Private Secretaries to Chief Minister and other Ministers.  
All Secretaries, Joint Secretaries, Additional Secretaries, deputy Secretaries and Assistant Secretaries to Government  
The Department of the Secretariat.  
The Personal Clerk to the Chief Secretary.  
The Department and section of the Secretariat.

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