

KERALA STATE ELECTRICITY BOARD

Instructions for preparing and sending pension papers.

(a) While forwarding pension papers and SB for preliminary verification

1. Pension papers must be forwarded for preliminary verification one year in advance of retirement and the formal application should be addressed to the head of office.
2. All the columns should be carefully filled up furnishing dates and signatures wherever mentioned. All the forms should be signed by the Head of Office and countersigned by the next Superior Officer.
3. Bio-data in each volume of SB must be attested. Date of birth should be verified with authentic record.
4. Strike periods, later treated as dies-non must be recorded likewise against each such entry.
5. Break of service regularised as Transit must be noted in the concerned pages.
6. House loans and conveyance loans availed should be closed and the fact recorded in the S.B.
7. Pay fixation and grade promotions can be got approved by the "Accounts Officer, Pay Fixation" even before the time of retirement, and should be done.
8. State Govt./other service has to be approved by the Accounts Officer Pension Audit, which may be got recorded in the SB well in advance.
9. Bonds and sureties should be cancelled and recorded in the SB, before submission of Pension Papers.
10. Disciplinary action initiated against the employee if any may be settled and details recorded in Service Book.
11. Suspension periods should be regularised by sanctioning leave if it is treated as leave. If it is treated as suspension itself or as duty the fact should be specifically noted in the SB quoting references.
12. In the case of employees having NMR/CLR service, it has to be noted in the SB whether any NMR, gratuity has been paid, or not and whether he was a subscriber to CPF, with account number.
13. SB has to be stitched or bound properly to enable auditing.
14. In form II, name and official address of the applicant should be furnished Formal Pension-application is to be submitted to the Head of Office.

While forwarding the SB finally, after retirement

1. Uptodate service verification entry should be furnished.
2. Service entry and Service book should be closed.
3. All leave accounts should be updated and closed as on the date of retirement.
4. Final LPC & NLC in original consolidating all the liabilities as on the date of retirement, must be forwarded duly countersigned, dated and attested with office seals, Any liability to be recovered from DCRG should be shown in figures & words, both in the LPC & NLC. .
5. In the cases whose recovery has to be effected / a consent of the incumbent to recover the liability from DCRG has to be furnished duly countersigned.

KERALA STATE ELECTRICITY BOARD

Form II

(Referred to in rule 110 Part III K.S.R.)

Format application for Pension / Commutation

From

To

Sub:- Application for sanction of pension and commutation of pension.

1. I am due to retire from service with effect from.....my date of birth beingI, therefore, request that steps may kindly be taken with a view to sanction the pension and gratuity admissible to me by the date of retirement.

I desire to commute.....percent / part of the pension that may be sanctioned to me from time to time.

I desire to draw my pension / gratuity / commutation amount from the Ele. Division / Ele. Circle/O/o/CE (HRM).....

2. I hereby declare that I have neither applied for not received any pension gratuity or commuted value in respect of any portion of the service qualifying for this pension and in respect of which pension and / or gratuity or commutation of pension is claimed herein nor shall submit an application here after without quoting a reference to this application and the orders which may be passed thereon.

3. I certify that no judicial or departmental proceedings have been instituted against me or is continuing now.

4. I attach herewith.

- i) Two specimen signature of mine, duly attested.
- ii) Three copies of recent passport size joint photographs of wife/husband and mine also duly attested.
- iii) Two slips each bearing my left hand thump and finger impressions
- iv) Two slips each showing particulars my height and identification marks.
- v) A statement in Form 5A giving details of my family
- vi) My present address is.....

..... and my postal address after retirement will be.....

Place

Countersigned

Date

Executive Engineer/Dy.CE/CE

Signature of the applicant with date

Form No.2
(Pension - Six pages)
(Referred to in Rules 112, 115, 117, 90 and Appendix 'X' of Part III K.S.R)
(First Page)

**APPLICATION FOR PENSION / GRATUITY, DEATH - CUM - RETIREMENT GRATUITY,
FAMILY PENSION AND COMMUTATION OF PENSION**

1. Name of applicant in block letter :
2. Date of Birth (Christian Era / M.E.)
(in figures and words) :
3. Father's name (or husband's name in
the case of married female employee) :
4. Religion and Nationality :
5. Permanent residential address showing
Village / Town, District and State. :
6. Present and last appointment and name
of Establishment. :
7. (a) Pension rules opted / eligible :
(b) Family Pension rules opted / eligible :
8. Date of beginning of service : D M Y
9. Date of ending of service :
10. (a) Total period of military service
(Date of commencement and end of
each period of military service) :
(b) Any other addition to qualifying Service :
(c) Governments under which service has
been rendered in order of employment :
11. (a) Length of the total service :
(b) Length of total non-qualifying
period of service with particulars :
(c) Net qualifying service (Rounded to) :
12. Class of pension or gratuity applied for
and cause of application :

13. (a) Proposed pension / gratuity :
 (b) Proposed death-cum-retirement gratuity :
 (c) Proposed family pension :
 (d) Percentage of pension proposed to be pension commuted (Applicable only in case of commutation without Medical Examination)
14. Date from which pension is to commenced :
15. Name of office where payment is desired :
16. Whether nomination made for
 (i) Death -cum-retirement gratuity and if so, name, address and relationship of the person to whom it is payable, and share of each nominee.
 (ii) Life-time arrears of pension including commuted value of pension (if no nomination is subsisting, nomination for DCRG may be obtained and posted in the Service Book and nomination for life-time arrears send to Treasury Officer)

Station:

Date :

Signature of Head of Office

* Instructions for preparing the application for pension / gratuity, death-cum-retirement gratuity and family pension appended to Form No. 3. These should be carefully studied before filling in the form.

** Name, address and relationship of the nominee shall be recorded against this item if there is a nominee.

CALCULATION OF AVERAGE EMOLUMENTS FOR PURPOSE OF PENSION etc.

Period (10 months)		No. of months/days	Rate of Pay		Total	
From	To		Rs.	Ps.	Rs.	Ps.

Total emoluments

Average emoluments

- (a) Pension $\frac{AE \times QS}{2 \times 30}$ =
- (b) Death-cum-Retirement Gratuity. = (Last pay + Proportionate D.A) x $\frac{QS}{2}$
- =
- Less liabilities
- Net DCRG
- (c) Family Pension Last Pay x 30%

Double rate of family Pension is limited to Rs.....
 contributory Family pension payable at the rate Rs.....till
and thereafter @ Rs.....till
 death / remarriage which ever is earlier subject to rule.

Counter signed

CE/Dy. CE/EE

Signature of Head of Office

Pension	** <u>Wef 1-7-98</u>	E- Emoluments rule 62.KSR III
	Minimum Rs.1275 + DR	
	Maximum Rs.9950+DR	
DCRG	Maximum Rs. 2.8 Lakhs	AE- Average Emoluments- Rules 63 KSR III
Pay for Pension and DCRG includes Basic Pay Special Pay and Cadre Pay wef 8/00.		QS- Qualifying Service.
Family Pension	Minimum Rs. 1275 + DR	Vide Sub rules (1)to (13) to Rule 90 KSR II
	Maximum Rs. 5950 + DR	

(A) REMARKS BY THE RECEIVING AUTHORITY

1. As to character and past conduct of the applicant.....
2. Explanation of any suspension or degradation.....
3. Regarding any gratuity or pension / death - cum-retirement gratuity already received by the applicant /
.....
4. Any other remarks
5. Specific opinion of the Receiving Authority
- Whether the service claimed is established
- and should be admitted or not.
- (See Rule 115 (c) (II) of Part III)
6. Whether any departmental or judicial
- proceedings has been initiated / and
- is continuing now.

Countersigned

Station:

Signature

Designation

EE/Dy. CE/CE

(B) ORDERS OF THE PENSION SANCTIONING AUTHORITY

1. The undersigned having satisfied himself / herself that the service of Shri/Shrimathi/Kumari.....
..... has been thoroughly satisfactory, hereby orders the grant
of the full pension of Rs.....(Rs.....) commuted value of 331/3% of
pension applied for and / or death cum- retirement gratuity / residuary gratuity of Rs.....(Rs.....
.....) to him/her and family pension Rs.....(Rs.....
.....
to Sri/Smt./Kumari.....(here state name and relationship to the pensioner
Sri/Smt/Kumar.....(here enter name of the pensioner) which may be
accepted by the Accountant General as admissible under the rules.

OR

The undersigned having satisfied himself /herself that the service of Sri/Smt/Kumari.....
..... has not been thoroughly, satisfactory, here by orders that the full of pension of
(Rs.....(Rs.....) and / or death cum retirement gratuity/residuary gratuity of
(Rs.....) which may be accepted by the Accountant General as
admissible under the rules to him/her shall be reduced by the specified amounts or percentage indicated
below:-

Amount or percentage of reduction in pension :

Amount or percentage of reduction in gratuity :

The undersigned also orders that the family pension of Rs.....(Rupees.....
.....) per mensem which may be accepted by the Accountant General as admissible under
the rules to Sri/Smt/Kumari.....(here state name and address of the payee) and whose
relationships to the pensioner) of Sri/Smt/Kumari.....(here enter
name of pensioner) shall be reduced by the specified amount or percentage indicated below:-

Amount or percentage of reduction in family pension.

2. The grant of the pension and/or death cum retirement gratuity/residuary gratuity shall take effect fromand the grant of this family pension shall commence from the date following the date of death of the pensioner.
3. A sum of Rs.....(Rupees.....) on account ofis to be held over from the death cum retirement gratuity till the outstanding dues are assessed and adjusted. .
4. The pension / family pension and death cum retirement gratuity are payable at
.....
5. No judicial or departmental proceedings are pending or are contemplated against Sri / Smt./ Kumari
6. This order is subject to the condition that the amount of pension / gratuity/ family pension as authorised by Financial Adviser and Chief Accounts Officer be afterwards found to be in excess of the amount to which the pensioner/ family pensioner is entitled to under the-rules, he/she will be called upon to refund such excess. A declaration from the employee accepting the condition has been obtained and is enclosed will be obtained and forwarded separately.

Station:

Signature and Designation of the

Place:

Pension Sanctioning Authority

NOTE: to be filled in case a surety bond or suitable cash deposit is no forthcoming

(C) Audit Enforcement

Y. M. D.

1. Total period of qualifying service which has been accepted for the grant of Superannuation / Retiring / Invalid / Compensation Pension / Death-cum-retirement gratuity, with reason for disallowances, if any, other than his disallowances, if any, of service, the reasons for which are recorded by the Audit Officer in the Second page.

Note:- Service for the period commencing fromand upto the date of the retirement has not yet been verified, this should be done before the pension Payment Order is issued. .

2. Amount of Superannuation / Retiring / Invalid / Compensation Pension / Death-cum retirement gratuity that has been admitted. Rs. P.
3. Amount of the Superannuation / Retiring / Invalid / Compensation Pension / Death-cum - retirement gratuity admissible after taking into account the reduction in pension and gratuity made by the Authority sanctioning pension. Rs. P.
4. The date from which the Superannuation / Retiring / Invalid / Compensation / Pension / Death-cum-retirement gratuity is admissible.
- 5.. Head of account Superannuation / Retiring / Invalid / Compensation / Pension / Death-cum-retirement gratuity is chargeable.

Pension Fund
APPLICATION FOR PENSION OR GRATUITY AND DEATH-CUM-RETIREMENT-GRATUITY

Date of application

Name of applicant

Class of Pension or gratuity

Sanctioning Authority

Amount of pension sanctioned

Amount of gratuity sanctioned

Amount of death-cum-retirement gratuity sanctioned

Date of commencement

Date of sanction

FORM 4A

(Nomination of D.C.R. Gratuity (Referred to in rule 34 of Part III))

When the Officer has a family and wishes to nominate one member there of:

I here by nominate the person mentioned below: Who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death to the extenet specified below any gratuity which having become admissible to me on my retirement may remain unpaid on my death.

Name of Address of nominee	Relationship with Officer	Age	Contingencies on the happening of which nomination shall become invalid	Name, address and relationship of the persons if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death on the officer but before receiving payment	Amount or share of gratuity payable to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on.....which attends cancelled.

Dated.....day.....20.....at.....

Nomination by

Signature of employee.....

Name and designation.....

Witness to Signature with Name and Address

1.

2.

Signature

Head Office.....

Date.....

Designation.....

Countersigned

EE/Dy. CE/CE

NOTE : This column should be filled in so as to cover the whole amount of gratuity.

FORM 4A

(Nomination of D.C.R. Gratuity (Referred to in rule 34 of Part III)
When the Officer has a family and wishes to nominate one member there of:

I here by nominate the person mentioned below: Who is a member of my family and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death to the extenet specified below any gratuity which having become admissible to me on my retirement may remain unpaid on my death.

Name and Address of nominee	Relationship with Officer	Age	Contingencies on the happening of which nomination shall become invalid	Name, address and relationship of the persons if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death on the officer but before receiving payment	Amount or share of gratuity payable to each
1	2	3	4	5	6

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

Dated.....day.....20.....at.....

Nomination by

Signature of employee.....

Name and designation.....

Witness to Signature with Name and Address

1.

2.

Signature

Head Office.....

Date.....

Designation.....

Countersigned

EE/Dy. CE/CE

NOTE : This column should be filled in so as to cover the whole amount of gratuity.

KERALA STATE ELECTRICITY BOARD

Form No. 5

(Nomination for Family Pension (Referred to in Rule 90 [3] of Part III))

I here by nominate the persons mentioned below : who are members of family to received in the order shown below the Family Pension which may be granted by K.S.E. Board in the event of my death after completion of 1 year qualifying service.

Name & address of the nominee	Relationship with Officer	Age	Whether married or unmarried
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This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

Dated this.....day of.....20.....
witness to Signature with Name and Address.

1.

2.

Signature of the employee

Nominated by.....

Signature of Head of Office :

Designation :

Dated :

Office :

Countersigned

Designation

CE/Dy.CE/EE

- NOTE : 1. To be filled in by the Head of Office in case of a Non-Gazetted Officer
2. The Officer should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed

NOMINATION FOR LIFETIME ARREARS OF PENSION
[G.O.(P) 408/FIN DT. 16-8-1984]
FORM A

Pension Disbursing Authority/Head of Office

Name of Bank/Pension Sanctioning Authority etc.

Place.....

Ihereby nominate the person named below under rule 2 of the payment of Arrears of Pension (Nomination) Rules, 1984.

Name and address of the Nominee	Relationship with Pensioner	Date of Birth	If the nominee is a minor Name & address of the person who may receive the said pension during the nominee's minority
1	2	3	4

Name and address of Other Nominee In case the nominee under column (1) above predeceases the pensioner		Date of Birth if the other nominee is minor	Name and Address of person who may receive the Pension during other nominee's minority	Contingency or happening on which nomination shall become invalid
5	6	7	8	9

Place.....

Date.....

Signature (or thump impression, if illiterate) and name of pensioner

Witness: Signature,

Name and address

Signature of Pension Disbursing Authority / Head of Office.

(Acknowledgment to be sent by the Pension Disbursing Authority / Head of Office)

Certified that the application / nomination has been received from.....

(name of pensioner) whose address is.....

Place.....Signature of Pension Disbursing Authority / Bank /

Head of Office

Date.....

Full address.....

FORM 5A
(See Rule 90 (3) Part -III K.S.R.)
DETAILS, OF FAMILY

Name of Board Employee :
Designation :
Date of birth :
Date of appointment :
Details of the members of
my family as on :

Sl. No.	Name of the members of family	Date of birth	Relationship with the employee	Remarks & Marital status	Initial of the head of Office

I hereby undertake to keep the above particulars up to date by notifying to the Audit. Officer/Head of Office any addition or alteration.

Place :

Date :

Signature of Board Employee

Family for this purpose means:

- a) Wife in the case of a male employee
- b) Husband in the case of female employee
- c) Son below twenty five years of age and unmarried daughter below twenty five years of age, including such son or daughter adopted legally before retirement.

Note: Wife and husband shall include respectively judicially separated wife and husband.

COUNTER SIGNED

CE/Dy. CE/EXECUTIVE ENGINEER

Initial of the head of office may be furnished as required above.

KERALA STATE ELECTRICITY BOARD

Form No.9 (Referred to in Rule. 144 of Part III)

(To be signed by Retiring Officer)

Where as(here state the designation officer sanctioning the pension/service gratuity/death cum retirement gratuity) has consented to grant me the sum of Rs.....per month as the amount of my pension with effect from.....and / or the sum of Rs.....as the amount of gratuity / death cum retirement gratuity. I hereby acknowledge that in accepting the said amount, I fully understand that the pension/gratuity/death cum retirement gratuity is subject to revision on the same being found to be in excess of that to which I am entitled under the rule, and I promise to raise no objection to such revision further promise to refund any amount paid to me in excess of that to which I may be eventually found entitled.

SIGNATURE OF THE RETIRING OFFICER

1. Signature
Address and Occupation of
Witness
2. Signature
Address and Occupation of
Witness

The declaration should be witnessed by two persons of respectability in the town, village or pakuthy in which the applicant resides.

COUNTER SIGNED
CE/Dy.CE/EXECUTIVE ENGINEER

KERALA STATE ELECTRICITY BOARD

Address after retirement / permanent / address of (Name and Office address) Sri/Smt.....

Permanent Residential Address

.....

.....

.....

Attested

Signature of Employee

Counter signed

CE / Dy. CE / Executive Engineer

Head of Office

KERALA STATE ELECTRICITY BOARD

Specimen Signature of (Name and office address) Sri/Smt.....

1.

2.

ATTESTED

.....

.....

.....

Counter signed

Dy. Chief Engineer/Exe.Engineer

Head of Office

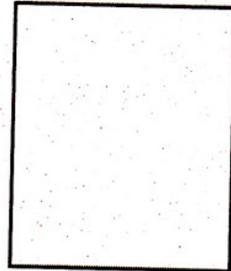
KERALA STATE ELECTRICITY BOARD

Joint Photograph / Photograph of (Name and office address) Sri/Smt.....

.....
.....

Note: Attestation should be made on the photograph itself
The name and status of the Officer attesting the
photograph should also be furnished

Space for Photograph



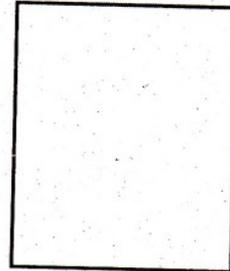
KERALA STATE ELECTRICITY BOARD

Joint Photograph / Photograph of (Name and office address) Sri/Smt.....

.....
.....

Note: Attestation should be made on the photograph itself
The name and status of the Officer attesting the
photograph should also be furnished

Space for Photograph



KERALA STATE ELECTRICITY BOARD

Descriptive roll of (Name and office address) Sri/Smt.....

Date of birth :

Height :

Identification marks :

1.

2.

ATTESTED

Counter signed

CE / Dy.CE / EXECUTIVE ENGINEER

Head of Office

KERALA STATE ELECTRICITY BOARD

Specimen signature / left hand thump and finger impression of (Name and Office Address) Sri/Smt.

1.

2.

ATTESTED

Counter signed

CE / Dy.CE / EXECUTIVE ENGINEER

Head of Office

**KERALA STATE ELECTRICITY BOARD
NONLIABILITY CERTIFICATE**

Certified that no liabilities to the Board and Government are outstanding against Sri/Smt.....
.....(Name & Designation) who has retired from service/died
while in service on.....

Place : Head of Office

(Office Seal)

Counter signed

CE/Dy. CE/EXECUTIVE ENGINEER

OR

**KERALA STATE ELECTRICITY BOARD
NONLIABILITY CERTIFICATE**

Certified that the following liabilities are outstanding against Sri/Smt.....
..... (Names &
Designation) who has retired from Service / died while in service on.....and the liabilities
specified may be recovered from his/her D.C.R. Gratuity.

Name of Liability	Amount in Words and figures	Head of Account to be credited
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Certified further that there are no other liabilities to Board and Government outstanding against him/her

(Office Seal)

Place :

Date :

Counter signed

Head Office

CE/Dy. CE/EXECUTIVE ENGINEER

KERALA STATE ELECTRICITY BOARD

Vydhuthi Bhavanam
Pattom, Thiruvananthapuram Dt.

No. EBPS

NOTE TO THE PENSION AUDIT SECTION

The Service Book and Pension papers of Sri/Smt.....

.....
are forwarded herewith for authorising the payment.

Accounts Officer
(Pension Special)