



KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Office of the Chief Engineer (Human Resources Management)

Vydyuthi Bhavanam, Pattom, Thiruvananthapuram, Kerala- 695 004)

Phone No. 0471-2514368, 0471- 2514523

Web: www.kseb.in E-mail : aopensionsanction@gmail.com

No.EBPS 17/General/Pension claims/2025-26

Date : 11.06.2025.

NOTE TO ALL ARU HEADS

Sub:- Guidelines to be followed for the foolproof submission of SB and Pension papers and timely sanctioning of pension claims - reg.

Ref:- This office Note of even No.dated 04.07.2023 & 19.06. 2024

Many errors and omissions are noticed while forwarding the SB and final pension papers from ARUs. To mitigate the issues and ensure smooth pension sanctioning process, guidelines were prepared vide reference cited and circulated to all ARUs. In spite of the same, it is found that mistakes are still being repeated causing unnecessary delay in settlement of pension claims, resultant legal disputes and thereby incur huge financial loss for KSEBL. Therefore all ARU Heads are hereby requested to be infallible and vigilant in processing the SB and pension papers.

1. SB and Preliminary Pension application should be submitted one year prior to retirement of the employee.
2. All Pay Revision/Grade Promotion approval should be obtained before forwarding SB and Pension papers. The Remarks of AO, Pay Fixation may be properly attended. All running entries in the SB should be properly entered corresponding to respective Pay Fixation/Higher Grade promotion.
3. Before forwarding the SB, EL account, HPL account and LWA account of the employee for the entire period should be thoroughly checked and scrutinized. SB, Running entry, EL account, HPL account and LWA account, even if not availed, are to be closed under proper attestation.
4. It should be ensured that EL/HPL is availed only when sufficient leave is available in the corresponding leave accounts at that time.

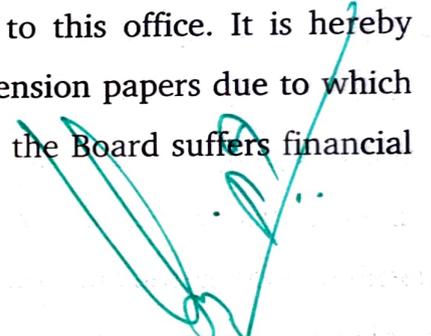
5. Special Casual Leave/Special Disability Leave availed by the employee are to be recorded in the Service Book and the same may be deducted from duty days in Earned leave account.
6. All strike/Absent days are to be regularised as Dies-non as per B.O (FTD)/55/2020 (PS1 (13/1344/2018 dated 25.01.2020) which is again confirmed by Board Circular No.PS1 (B) 1343/2018 dated 12.06.2023. Hence all strike/absent days of an employee shall invariably be regularised as Dies-non only w.e.f. 02.04.2018. Strike/Absent days are to be verified with the HRIS and attendance register kept in the custody of the ARU and may be properly recorded in the SB. The details of excess pay disbursed may be furnished in the SB under attestation.
7. Unauthorized absence should be treated as eligible leave or LWA on personal grounds before sending the SB.
8. Proceedings relating to all disciplinary actions initiated against the employee are to be pasted in the Service Book. The details of finalization of the disciplinary actions and the regularization of the suspension period, if any, may be furnished in the Service Book. If the period of suspension is treated as eligible leave, it should be confirmed that there are enough leave in his account during the period of suspension. If no eligible leave is available at that period, the period of suspension may be treated as LWA on personal grounds and the LWA account may be updated accordingly. In case the punishment imposed by barring increments cannot be effected, monetary value equivalent to the punishment shall be recovered from the incumbent and the details of monetary value recovered may be furnished in the Service Book.
9. LWA for more than 120 days can only be sanctioned by the CE (HRM). Hence SB relating to the same should be forwarded to the O/o the CE (HRM) and sanction may be obtained before forwarding the same to this office.
10. While effecting any recovery from an employee, the details of recovery should be entered in the SB under attestation and the receipt showing the recovered amount should be pasted in the SB.
11. Efforts should be made to ensure that NLC/LC in respect of the office in which an employee worked in the year of superannuation alone remains qualification at the

time of retirement. Ensure the early collection of NLC/LC from all other offices he had worked.

12. NLC for the last 3 years prior to retirement should be furnished in the SB in case of employee belonging to workmen category. NLC for the entire officer period should be entered in the Service Book in the case of Officers.
13. NLC for the entire period for Cashier/Cashier Trainee/ Assistant Engineer/ Storekeeper may be furnished in the Service Book. If an employee had worked as Sub Engineer and held an additional charge of Assistant Engineer, NLC for that period should also be furnished in the Service Book.
14. Liabilities outstanding against the Board and Government, if any, should be included both in the Consolidated NLC/LC and LPC and forwarded duly attested and affixed with office seal.
15. If the employee had availed House Building Advance, Conveyance Advance Medical Advance etc the details of closure and releasing of bond with respect to the above advances should be furnished in the Service Book of both the bounden and sureties.
16. While availing LTC, the nature of leave availed may be furnished in the proceedings sanctioning LTC and the same may be pasted and recorded in the Service Book under attestation. The leave should be deducted from corresponding leave accounts also.
17. If the employee had stood as surety to another employee for availing Medical Advance or LWA for job abroad, surety ship may be canceled after verification and the same may be entered in the Service Book.
18. While forwarding SB and Family Pension papers utmost care should be taken to fill up all the entries in the Pension papers and to include all the relevant documents with proper attestation.
19. NLC/LC, LPC, Consent to effect recoveries and Form I & Form F for gratuity shall necessarily be countersigned and office seal affixed.
20. All volumes of SB must be properly stitched, pasted and bound together to avoid loss in transit and to enable auditing.

21. All entries in the Service Book should be attested by the Competent Authority.
22. All the blank pages in the SB till the closing of Service Book shall necessarily be canceled to prevent later entries.
23. All observations noted in the preliminary verification of the Service Book and Pension papers should be attended. Item wise reply to the observations is to be furnished. While furnishing item wise reply to the observations, instead of simply answering 'Attended', the details of how the observations are attended and the corresponding page nos in the Service Book where the rectification entries are made may also be mentioned.

In order to alleviate the anomalies that may occur while processing the SB and pension papers a check list has been prepared and attached herewith for strictly adhering to the same before forwarding the SB and Pension papers to this office. It is hereby informed that if there is any flaw in processing the SB and Pension papers due to which the pensionary claims of the incumbent may get delayed and the Board suffers financial loss, the ARU Head will alone be held responsible.


CHIEF ENGINEER (HRM)

Acc: Check list

CHECK LIST TO BE STRICTLY FOLLOWED BEFORE FORWARDING SB & PENSION PAPERS

SERVICE PENSION

Sl.No	TASK	Status
1	Pension Papers forwarded for Preliminary Verification one year in advance	Chec <input type="checkbox"/>
2	Biodata in each volume of SB completely filled up with proper attestation.	Chec <input type="checkbox"/>
3	Date of Birth verified with authentic records and recorded in the SB	Chec <input type="checkbox"/>
4	Date of Entry in Service & Date of Retirement / Death are verified with Service Book	Chec <input type="checkbox"/>
5	Names of the legal heirs have been verified according to their official documents	Chec <input type="checkbox"/>
6	The applicant's official address has been recorded in Form No.II of Pension Application	Chec <input type="checkbox"/>
7	Whether application has been submitted in the name of the ARU Head concerned	Chec <input type="checkbox"/>
8	Details regarding the Payment ARU and the percentage of the pension amount being commuted, the same on the 3rd and 6 th pages of the application form.	Chec <input type="checkbox"/>
9	The Receiving authority has correctly recorded his remarks on the application	Chec <input type="checkbox"/>
10	The details of each family members In Form No. 5 A have been attested by the office Head and the date on which the details are recorded by the applicant is specified.	Chec <input type="checkbox"/>
11	The Full address of the witnesses have been recorded in the pension application	Chec <input type="checkbox"/>
12	Name and status of the officer who attests the photograph have been furnished	Chec <input type="checkbox"/>
13	Signature of the Head of the Office is recorded wherever necessary	Chec <input type="checkbox"/>
14	Ensured that the applicant's name in the pension application and the identity card included in the SB at the time of joining service are same.	Chec <input type="checkbox"/>
15	Ensured that the applicant's name in the SB and in the pension application are same and verified with HRIS	Chec <input type="checkbox"/>
16	Ensured that the name of Spouse furnished in SB and Pension Paper are the same as that in official records by verifying the relevant documents	Chec <input type="checkbox"/>
17	EL account and HPL account of the employee for the entire period thoroughly checked and scrutinized	Chec <input type="checkbox"/>
18	Running entry in SB, EL account, HPL account and LWA account are verified and closed under proper attestation	Chec <input type="checkbox"/>
19	EL/HPL availed when sufficient Leave is available in the corresponding leave accounts at that time	Chec <input type="checkbox"/>
20	All Special Casual leave availed are recorded in the SB and the same deducted from Duty Days while calculating Earned Leave.	Chec <input type="checkbox"/>
21	Details of confirmation of probation period has been recorded in SB	Chec <input type="checkbox"/>
22	Details of promotion has been recorded in SB	Chec <input type="checkbox"/>
23	Details of transfer has been recorded in SB	Chec <input type="checkbox"/>
24	Approval of all Pay Revisions/ Junior Senior fixation/ Grade Promotion have been obtained and recorded in the SB	Chec <input type="checkbox"/>
25	All strike/absent days regularised as Dies non as per BO (FTD)/55/2020(PS1(13/1344/2018 dated 12.06.2023)	Chec <input type="checkbox"/>
26	Break of Service regularized as Transit noted in the concerned pages	Chec <input type="checkbox"/>

- 27 All Strike / absent days verified with the Attendance Register kept in the custody of the ARU
- 28 Proceedings relating to all Disciplinary Actions(initiation / finalization /appeal) are recorded and pasted in the SB
- 29 Absent /Suspension Period regularised
- 30 LWA exceeded 120 Days and hence regularized by the CE(HRM)
- 31 Details of Recovery entered in the SB and the receipt showing the recovered amount pasted in the SB
- 32 NLC for last 3 year prior to retirement obtained and furnished in the SB in the case of Workmen
- 33 NLC for the entire Officer Period obtained and furnished in the SB in the case of Officers
- 34 NLC for entire period of Cashier / Asst. Engineer / Store Keeper obtained and furnished in the SB
- 35 Consolidated NLC incorporating all liabilities
- 36 LPC incorporating all liabilities
- 37 House Loan,Conveyance Advance , Medical Advance availed, if any, are closed and Bonds and sureties released and recorded in the SB
- 38 Proceedings sanctioning LTC showing the nature of leave recorded and pasted in the SB. The Leave availed deducted from corresponding Leave accounts.
- 39 While furnishing itemwise reply to the observations , instead of simply answering 'Attended',the details of how the observations are attended and the corresponding page no.s in the SB where the rectification entries are made are mentioned.
- 40 SB properly bound and stitched to enable auditing and to prevent loss of paper sheets.

FAMILY PENSION

- 1 Formal Application for Family Pension in Annexure II completely filled up, attested by Gazetted Officer and Countersigned by the Office Head
- 2 Form No.2 filled up with full biodata of the deceased employee. The calculation and remarks as required in the form furnished
- 3 Original Death Certificate
- 4 Legal Heirship Certificate duly attested
- 5 Enquiry Certificate in Annexure III issued by the ARU Head of the locality
- 6 Workmen Compensation Certificate
- 7 The details of each family members In Form No. 5 A have been attested by the office Head and the date on which the details are recorded by the applicant is specified.
- 8 Last Pay corresponding to the whole month
- 9 Consolidated NLC incorporating the liabilities
- 10 LPC incorporating the liabilities
- 11 Funeral Advance Certificate
- 12 Certificate of marital status from Revenue Authority

13	Details of the family of the deceased in form 5 A	Chec <input type="checkbox"/>
14	2 No.s of photograph	Chec <input type="checkbox"/>
15	Address, Specimen signatutre or thumb impression, descriptive roll and declaration in form No. 10 in respect of each legal heirs (major) in duplicate in the prescribed forms	Chec <input type="checkbox"/>
16	Form K of all major legal heirs in duplicate duly filled up and countersigned.	Chec <input type="checkbox"/>
17	Service Book	Chec <input type="checkbox"/>
18	All Forms and documents counter signed by the Office Head	Chec <input type="checkbox"/>

Name and Signature

Countersigned

(Office Seal)