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NCC Directorate (K&L)
Cotton Hill Bungalow
Thiruvananthapuram-10

No : 885/B3-Est/NCC/2014

06 May 2014

From :
The Additional Director General NCC

To :
All NCC Units and Group HQs

Sub : Expeditious settlement of Pension Claims- Instructions of the Accountant
General (A&E), Kerala, Thiruvananthapuram- Fwd of
Ref : AG (A&E), Kerala letter No PM/2/6-44/424485/912 dt 21.01.2014 (enclosed)

Kind attention is invited to the reference cited. In order to avoid delay in authorization of pension benefits to retiring employees, AG (A&E) Kerala have issued instructions to be followed by the Pension Sanctioning Authorities and directed to comply with it. It is therefore requested to adhere to the instructions and ensure that the retiring employees are not put to hardships after their retirement. As mentioned in the above letter, a list of employees in this Dept., who are due to retire in the next 18 months is to be forwarded to the AG on the 1st of January and 1st of July every year. Hence forth, all the Units will forward the details of the employees retiring within the next 18 months from the date so as to reach this Office by 20th June and 20th December every year with out fail in the format given below :-

S No	Name of the Employee with Designation	Date of Birth	Date of retirement	Expected amount of			
				Pension	DCRG	CVP	FP



(Shani SJ)
Administrative Assistant
For Addl. Director General NCC

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IT Cell : For publishing in the official website



21/1/14

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), KERALA,
THIRUVANANTHAPURAM**

PM / 2 / 6-44 / 13-14 / 424485 / 912.

To

**ADMINISTRATIVE ASSISTANT,
NCC (K AND L) STATE WING,
THIRUVANANTHAPURAM.**

Sir,

Sub: Expeditious settlement of pension claim-instructions issued-Reg.

NCC Dte (K&L)	Dated: 21.01.2014.
ADG	
PDG	
Director	
PLD	
Adm Oftr	
Adm Asst	
Accts Oftr	
SI Supdt	
Section	

B3

855-
29/1/14

The issue of resolving delay in settlement of pension claims is under correspondence with the highest level in the State Government. There is inordinate delay on the part of Pension Sanctioning Authorities (PSA) in processing pension papers of Government employees and Teachers though directions in this regard have been issued by Government/Accountant General several times. In order to ensure timely authorisation of pension benefits to as many retiring officials as possible, on or before the date of retirement, it is reiterated that the Pension Sanctioning Authorities should comply with the following requisites:

1. On the 1st of January and 1st of July each year, the Head of Department shall prepare a list of employees who are due to retire within the next 18 months of that date and a copy supplied to the Accountant General.
2. The Pension Sanctioning Authorities shall ensure that the Accountant General receives pension papers, complete in all respects, with necessary sanctions and documents/certificates, 12 months in advance of date of retirement of Government employee.
3. **The sanctioning authorities shall ensure that all relevant columns in page 11 and 12 of Pension Book are properly filled, duly authenticated with the signature, designation and seal of the competent authorities concerned. If any disciplinary action initiated/cases before Court/Vigilance Tribunal are pending, the fact may be specifically and clearly recorded in the Remarks of the Receiving Authority and only provisional pension sanctioned in such cases.**
4. For prompt delivery of authorisations/other communication, full postal address (including PIN code number) of the employee/Pension Sanctioning Authority may be noted in the Pension Book/letters.
5. Telephone number (both land phone and mobile) and e-mail address, if any, of the employee/sanctioning authority may be recorded in the Pension Book just below the postal address.

The matter may have to be considered with due importance and pension proposals forwarded accordingly henceforth.

Yours faithfully,

**Su. Sudha Preeya
Deputy Accountant General (Pension)**