



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Brochure on Pension



Prepared by: O/o the AG(A&E), Kerala



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Disclaimer: Please note that this document serves only as a general guide and does not override or substitute the statutory provisions contained in the Kerala Service Rules (KSR), Special Rules, or any other government orders governing service conditions, financial procedures, and benefits of Pension subscribers.

Work Overview



Functions:

Accountant General (A & E) Kerala Thiruvananthapuram is responsible for the verification of pension claims, authorisation of pensionary benefits and any other allied matter in respect of the State Government Employees/Teaching and Non-teaching staff of Government Schools, Colleges, Aided Institutions/State judicial Officers etc.



Checks and Verifications undertaken by AG

- Verification of qualifying/ non-qualifying service and fixation of pay in Service Book.
- Calculation of Average Emoluments (AE) and Net Qualifying Service (QS).
- Calculation of pension amount, Commuted value of pension, DCRG and Family Pension (higher rate and normal rate).
- Issue of e-authorisations to Treasury concerned and pensioner.



Documents Required in AG's Office

- Online Pension Application with Sanction of PSA which includes:
 - i. Application for pension/ commutation in Form 2A (R110).
 - ii. Head of Office portions of Form 2B.
 - iii. The Pension Sanctioning Authority will duly fill in the Form 2B (B).
- Service book duly updating all the details under proper attestation.

Pension: Key Terms You Should Know

Pension

"Pension" encompasses a regular payment received by a government employee, or their dependents, after retirement or in case of their death. It includes various forms like monthly pension, gratuity, and death-cum-retirement gratuity. Pension is granted in recognition of satisfactory service and is a valuable right of the employee.

$$\text{Pension} = \frac{\text{Average Emoluments}}{\text{Qualifying Service}} \times 30$$

Average Emoluments:

It is the average of emoluments received during the last ten months of service.

If there is any non-qualifying period during the 10 months of Average Emoluments, an equal period will be taken before that period of 10 months.

If AE is less than the minimum of the scale of pay of the post held at the time of retirement, minimum of the scale of pay will be reckoned as AE. If AE period expands beyond 14 months due to non-qualifying service, the benefit of scale minimum is not applicable.

DCRG:

The amount of DCRG will be one half of the "emoluments" of an employee for each completed year of qualifying service subject to a maximum of 16 ½ times the "emoluments" subject to the maximum amount admissible as per the applicable Pension Revision Order (at present, Rs.17 lakhs). Emoluments for the purpose of calculation of DCRG will include basic pay and dearness allowance on the date of retirement. $\text{Emoluments} = \text{Pay} + \text{DA}$.

Ex-gratia Pension

Those who have lost their eligibility for minimum pension on account of not having the minimum QS are eligible for ex-gratia pension. Those who have lost the eligibility of minimum service of 10 years by availing LWA, including those sanctioned under Appendix XIIA and XIIB of KSRs Part I, are not eligible for this pension.

Qualifying Service:

Qualifying Service is the period of service from the date of entry into service till the date of retirement. From that gross qualifying service, periods of non-qualifying service should be deducted. Admissible additional service, if any, should be added. Net qualifying service has thus arrived. Period of service extended beyond superannuation [in terms of Rule 60(c), Part I, KSRS] cannot be reckoned as qualifying service.

Qualifying Service required for minimum pension is 10 years (9 years and one day will be rounded as 10 years), maximum/full pension is 30 years (29 years and 1 day will be rounded as 30 years. (But this rounding off is not admissible in the case of Voluntary Retirement and Invalid Pension).

Commuted Value of Pension:

An officer shall be entitled to commute any portion of pension not exceeding 40% for a lump payment. (Except in the case of Judicial Officers, where it is 50%). If commutation is applied after the expiry of one year from the date of retirement, medical examination is necessary. In such cases, application should be made in Part I of Form A as per Pension (Commutation) Rules, Appendix-X part III, KSR.

Commutation Factor is the commutation value expressed as number of years' purchase as given in the commutation table. CF applicable is that on the age next birthday. Restoration period of commutation is 12 years for those who retire at the age of 56.

Service Gratuity

Those who have less than 10 years of service and not eligible for ex-gratia pension are eligible for SG @ one month's emoluments for every completed year of QS. If they have QS of 5 years or more, DCRG is also admissible. For QS less than 5 years, only SG is admissible.

Workflow of Pension Processing

01

Stage 1

Pensioner submitting the online application for pension through PRISM Portal



02

Stage 2

Verification of pension application submitted by the pensioner by Head of the Department.



03

Stage 3

Pension Sanctioning Authority (PSA) to review the application forwarded by HoD



04

Stage 4

Receipt of application at AG Office



05

Stage 5

Registration and Processing in AG – (SMS and e-mails to the Pensioner on registration of case in AG System)



06

Stage 6

Issue of online authorisations to Treasury, KSEMP(<https://ksemp.agker.cag.gov.in>), PRISM with SMS and email intimation to pensioners

Roles & Responsibilities of Applicant, HoDs & PSAs

I

It is the primary responsibility of every government employee for the timely submission of pension papers at least one year in advance of the date of retirement through the head of office/pension sanctioning authority (Rule 110)

Application for pension/ commutation in Form 2A (R110) has to be submitted online through the portal “PRISM” to the **Head of Office** who in turn will send it to the **Pension Sanctioning Authority** after duly filling in the portions of Form 2B. The Pension Sanctioning Authority will duly fill in the Form 2B (B) Orders of the Pension Sanctioning Authority. This fill be forwarded to the **Accountant General (A&E)**.

II

III

Form 2 B (to be filled by the Head of Office) contains the details of service, additions to qualifying service, non-qualifying service and the net qualifying service, details of nominations for LTA, Commutation and DCRG, Calculation of pension, DCRG and Family Pension and Remarks by the Receiving Authority (RRA)

Department has to forward the Service book duly updating all the details under proper attestation. In case of Voluntary Retirement, a copy of the orders of the competent authority permitting/accepting such retirement.

IV

V

Application for Family Pension in death cases are to be made in Form No.6 along with Death Certificate. Head of Office/Department will fill the details as in the case of retiring employees and forward it to the PSA along with Departmental Enquiry Report [Annexure III R118(2)]. In the absence of nomination, Legal Heirship Certificate is to be attached.

Wherever online application cannot be submitted through PRISM, Pension Book shall be forwarded along with Service Book and other relevant documents.

VI

Roles & Responsibilities of Applicant, HoDs & PSAs

VII

Application for Family Pension in death cases are to be made in Form No.6 along with Death Certificate. Head of Office/HoD will fill in the details as in the case of retiring employees and forward it to the PSA along with Departmental Enquiry Report [Annexure III R118(2)]. In the absence of nomination, Legal Heirship Certificate to be attached.

The Remarks of the Receiving Authority (RRA) should contain remarks on the following:

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. Specific opinion of the receiving authority whether the service claimed is established and should be admitted or not.
5. Whether any departmental or judicial proceedings has been instituted/and is continuing now.

The Pension Sanctioning Authority fills in Form 2 A (B) sanctioning the following:

1. Full Pension (in figures and words)
2. Amount/Percent of pension commuted.
3. Death-cum-retirement Gratuity /residuary gratuity (in figures and words).
4. Family Pension (higher rate) specifying the date till applicable
5. Family Pension (normal rate) thereafter.
6. Name and address of Spouse to whom family pension is payable.

Additional documents required in Special Cases

Unmarried Daughters	Physically Disabled Children	Mentally Disabled Children
Application to be submitted by the applicant/guardian	Application to be submitted by the applicant/guardian	Application to be submitted by Guardian.
Copy of Birth Certificate	Copy of Birth Certificate	Copy of Birth Certificate
Income certificate issued by Revenue Authority in original	Income certificate issued by Revenue Authority in original	Income certificate issued by Revenue Authority in original
Legal heirship certificate	Legal heirship certificate	Legal heirship certificate
Statement of marital status of other daughters.	Copy of UDID certificate or Medical Certificate in original in the prescribed form as per GO(P) No.526/03/Fin dated 9-10-2003	Copy of UDID certificate or Medical Certificate in original in the prescribed form as per GO(P) No.526/03/Fin dated 9-10-2003
Certificate issued by the Revenue Authorities to the effect that the applicant is unmarried	Identification particulars and photograph of the applicant.	Copy of Guardianship certificate
Affidavit in original, deposed before the Notary Public of the locality with regard to Marital Status of the applicant.		Sanction should specify the name of the guardian through whom payment of family pension has to be arranged.
Identification particulars and photograph of the applicant.		Identification particulars and photograph of the guardian should also be attached in addition to that of the applicant.

Key Points to Remember

- Period of validity of GPO and CPO is **three years**. It requires revalidation thereafter which will be done by the Accountant General on receipt of non-payment certificate from the Treasury Officer. In case of manual authorisation, both Treasury Copy and Pensioner's Copy is necessary for revalidation.
- PPO requires revalidation, if remains unpaid for three years. Revalidation is done by the Accountant General.
- Issue of duplicate copy of Pensioner's portion of manually issued PPO is done by the Treasury Officer at request and remittance of the required fees.
- Issue of duplicate copy of Disburser's portion of manually issued PPO is done by the Accountant General at the request of the Treasury Officer.
- Provisional Pension: When Judicial/Departmental proceedings are pending, eligibility is only for provisional pension [Rule 3A(a)]. This is verified and ascertained from the Remarks by the Receiving Authority (RRA) in the pension proposal.
- Every retirement will take effect on the afternoon of the last day of the month in which the officer completes the retirement age. If the date of birth is on the first day of the month, the retirement will be on the afternoon of the previous day. In the case of date of birth on a day other than the first day of the month, the retirement will be on the afternoon of the last day of that month.
- Production of Last Pay Certificate (LPC) before the Treasury Officer is necessary for disbursement of pension and commuted value of pension. Production of LPC not insisted for payment of provisional pension.
- Payment of DCRG is subject to the condition of production of Departmental NLC at Treasury.



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**A dedicated Telephonic Help Desk has been implemented by this office
exclusively for attending the Pension related queries:**

Contact No. 0471-2776445/446

For any other assistance:

Sr. AO (PM) 041 – 2776400

e-mail: pm.ker.ae@cag.gov.in / agaekerala@cag.gov.in