



GOVERNMENT OF KERALA

Abstract

**Modifying and Renaming Form II and Form 2 in the Pension Book and in KSR Part III-
Orders - Issued.**

FINANCE (PENSION-B) DEPARTMENT

G.O.(P) No: 259/15/Fin

Dated, Thiruvananthapuram, 29.06.2015.

Read :- 1.G.O(P) No:221/1987/Fin dated 10-03-1987.

ORDER

In the review meeting held on 02.06.2015 for discussing the progress of entering data in pensioners data base 'PRISM' it was recommended that Form II and Form 2 in the Pension Book may be modified and integrated as the data are almost similar in two forms.

2. Government have examined the matter and are pleased to order that Form II and Form 2 referred in Rules 110,115,117,90 and in Appendix X of Part III KSRs shall be modified as appended herewith and also the words 'Form II' and 'Form 2' mentioned in KSR Part III shall be renamed as 'Form 2A' and 'Form 2B' respectively.

3. Formal amendments to the provisions concerned in KSRs will be issued separately.

By Order of the Governor,

Dr. K. M. ABRAHAM.

Additional Chief Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
All Heads of Departments and Offices.
All Departments (All Sections) of the Secretariat including Law Department.
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L)
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with CL)
The Managing Director, KSRTC, Thiruvananthapuram (with CL)
The Managing Director, Kerala Water Authority, Thiruvananthapuram (with CL)
The Registrar, University of Kerala/ Cochin/Calicut (with C.L)
The Registrar, Mahatma Gandhi University, Kottayam
The Registrar, University of Kannur, Kannur.
The Registrar, Kerala Agricultural University, Thrissur
The Registrar, University of Sanskrit , Ernakulam.

The Registrar, High Court, Ernakulam (with CL)
The Registrar, Kerala Administrative Tribunal, Thiruvananthapuram (with CL)
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries
and Under Secretaries to Government.
The Private Secretaries to Chief Minister and other Ministers.
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition
and Government Chief Whip.
The Director of Public Relations, Thiruvananthapuram
The Secretary to Governor.
The Additional / Deputy Secretary to Chief Secretary.
The Director of Treasuries , Thiruvananthapuram.
The Managing Director s/General Managers of all Government Companies/ Boards/
Corporations/ Autonomous Bodies.
✓ The Nodal Officer, www.finance.kerala.gov.in for publishing on the website.
Stock File / Office Copy.

Forwarded/By Order



Section Officer

Form 2A
(Referred to in Rule 110, Part III, KSR)
Formal Application for Pension/Commutation

From

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To

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

Sir,

I am due to retire from service on the FN/AN of my date of birth being I therefore request that steps may kindly be taken with a view to sanctioning 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 District Treasury/Sub Treasury (By Money Order)

2. I hereby declare that I have neither applied for nor 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 I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

3. I certify that no judicial or departmental proceedings has 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 thumb and finger impression.
- (iv) Two slips each showing particulars of my height and identification marks.
- (v) My present address is
and my postal address after retirement will be
- (vi) A statement in Form 5-A giving details of my family.

Date

Signature :
Designation:

[To be used in all cases except Death in harness cases]
Form No. 2B
(Referred to in Rules 115, 117, 90 and Appendix 'X' of Part III, KSR)

1. Name of applicant :
2. Date of birth (Christian Era/M.E) :
3. Father's name (or husband's name in the case of a married female employee) :
4. Religion and Nationality :
5. Permanent residential address showing Village/Town, District and State :
6. Aadhar No. :
7. G.E. No. :
8. SDO Code :
9. Present or last appointment and name of establishment :
10. (a) Pension Rules opted/eligible :
- (b) Family Pension Rules opted/eligible :
- D. M. Y.
11. Date of beginning of service :
12. Date of ending of service :
13. (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 : Y. M. D.
14. (a) Length of total service :
- (b) Length of total non-qualifying service with particulars :
- From To
- D. M. Y. D. M. Y.
- (c) Net qualifying service (Rounded to):

15. Class of Pension or gratuity applied for
and cause of application

16. (a) proposed pension/gratuity :

(b) proposed death-cum-retirement gratuity:

(c) proposed Family Pension :

(d) percentage of pension proposed to be
commuted (applicable only in case of
commutation without Medical
Examination) :

17. Date from which pension is to commence:

18. Sub/District Treasury and Post
Office/Bank where payment is desired :

19. Whether nomination made for :

(i) Death-cum-retirement gratuity and if:
so, name, address and relationship of
the persons 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 D.C.R.G. may be obtained and
pasted in the Service Book and
nomination for life-time arrears sent
to Treasury Officer)

Signature of Head of Office/Department

Station:

Date:

Instructions for preparing the application for pension/gratuity, DCRG and Family Pension
appended to in 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.

(a) Pension :-

Emolument for pension :-

Period (10 months)		No. of months/days	Rate of pay ₹ p.	Total ₹ p.
From	To			

Total Emoluments

Average Emoluments (AE)

Monthly Pension

Pension for 30 years :

50 % of (A E) (A)

Pension for years $\frac{A \times Q.S}{2}$

(b) Death-cum-retirement gratuity :-

Death-cum-retirement gratuity admissible= $E \times \frac{Q.S}{2}$

=

Deduct for liabilities fixed, if any =

(c) Family Pension :-

*Contributory Family Pension payable percent of (Pay at the time or retirement) Family Pension payable at ₹ till and thereafter at ₹ till death/marriage whichever is earlier.

Signature of Head of Office

Declaration

The details furnished above have been verified and found correct.

Signature of Head of Department.

E = Emoluments under Rule 62, Part III Kerala Service Rules.

A.E. = Average emoluments under Rule 63, Part III Kerala Service Rules.

Q.S. = Qualifying Service.

*Vide Sub-rules (1) to (13) of Rule 90, Part III Kerala Service Rules. This is subject to the minimum and maximum prescribed in the relevant rules.

(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 instituted/and is continuing now

Station :

Signature

Date :

Designation

Counter Signature by Head of Department
/Pension Sanctioning Authority

(B) Orders of the pension sanctioning authority

Non-Gazetted Cases:

The under signed having satisfied himself/herself that the service of Sri/Smt.
..... has been thoroughly satisfactory, hereby orders the grant of the following pensionary benefits to him/her which may be accepted by the Accountant General as admissible under the Rules:

Full Pension (in figures and words)	
Percent of pension commuted	
Death-cum-retirement Gratuity /residuary gratuity (in figures and words)	
Family pension (higher rate) till	
Family pension (normal rate) thereafter	
Name and address of spouse to whom family pension is payable	

OR

Gazetted Cases:

The undersigned having satisfied himself/herself that the service of Sri/Smt has been thoroughly satisfactory. Sanction is accorded for payment of pensionary benefits as found admissible by the Accountant General.

Full Pension (in figures and words)	
Percent of pension commuted	
Death-cum-retirement Gratuity /residuary gratuity (in figures and words)	
Family pension (higher rate) till	
Family pension (normal rate) thereafter	
Name and address of spouse to whom family pension is payable.	

OR

In cases where reduction in pensionary benefits is ordered

The under signed having satisfied himself/herself that the service of Sri/Smt has not been thoroughly satisfactory, hereby orders the grant of the following pensionary benefits to him/her which may be accepted by the Accountant General as admissible under the Rules:

Full Pension (in figures and words)	
Amount or Percentage of reduction in pension.	
Death-cum-retirement Gratuity /residuary gratuity (in figures and words)	
Amount or percentage of reduction in gratuity	
Family pension (higher rate) till	
Family pension (normal rate) thereafter	
Name and address of spouse to whom family pension is payable	

2. The grant of this pension and / or Death-cum-retirement Gratuity/residuary gratuity shall take effect from and the grant of this family pension shall commence from the first of the month following the date of death of the pensioner.

3. The pension/family pension and Death-cum-retirement Gratuity payable at the Sub/District Treasury.....

4. No judicial or departmental proceedings is pending or is contemplated against Sri/Smt.

5. A sum of Rs. (Rupees) on account of is to be held over from the death-cum-retirement gratuity till the outstanding dues are assessed and adjusted.

6. This order is subject to the condition that the amount of pension/gratuity/family pension as authorised by the Accountant General afterwards found to be in excess of the amounts 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.

Sanction is accorded for the payment of pensionary benefits as found admissible by the Accountant General (A&E), Kerala, Thiruvananthapuram.

Signature and designation of the Pension Sanctioning Authority
(Office Seal)

Station

Date :

(c) Account enforcement

Case No.....

Q.S A.E. ₹ Last Pay ₹

Pension - ₹ from (with new D.A)

Commutation - Amount commuted ₹

Commuted value of pension ₹

Residual pension ₹

Date of effect of commutation as per G.O. 577/83/Fin dated 12th September 1983

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Family Pension - At ₹ till

and at ₹ thereafter to Sri/Smt.....

till death or remarriage whichever is earlier.

Death-cum-retirement gratuity -

Condition - L.P.C. for pension and N.L.C for D.C.R.G. at Treasury.

Head of Account

P.P.O. No.

G.P.O. No.

Commutation Authorisation No.

Accounts Officer