

CIRCULARS AND LETTERS ISSUED ON PENSION

Signed by Shri.....and
Shri.....(Sureties)

In the presence of witnesses:—

1.....

2.....

18

FINANCE (PENSION — B) DEPARTMENT

CIRCULAR

No.5/83/Fin.

Dated, Trivandrum, 9th February, 1983.

Sub:— Pension — Production of Last Pay Certificate and Non-Liability Certificate at the Treasury for payment of pension and death-cum-retirement gratuity — Clarification — Regarding.

Read:— Letter No. PR1/GI/6-99/82-83/223, dated 27th December 1982 from the Accountant General, Kerala.

As per the provisions contained in Part III, Kerala Service Rules, the Heads of the Department/Government in the capacity of the Receiving Authority/Pension Sanctioning Authority are required to communicate to the Accountant General the details of any amount due to Government from a retiring Government employee. This requirement is now fulfilled through the Last Pay Certificate and Non-Liability Certificate furnished by the respective authorities. As it would involve delay in authorising payment of pension and death-cum-retirement gratuity after receipt of these certificate payment of Pension and Death-cum-Retirement Gratuity are being authorised by the Accountant General "subject to the production of these certificates at the Treasury."

2. The Accountant General in his letter read above has informed that some of the Treasury Officers have raised a doubt regarding the authority which should sign the Non-Liability Certificate produced at the Treasuries. It is also reported that there is no uniform procedure in the matter of Non-Liability Certificate is seen followed as some are signed by the Pension Sanctioning Authorities whereas in certain others cases, such certificate are signed by Officers at a lower level. So also the scope of the certificates is often limited to the period of service in an Office or Department, or confined to "assessed liabilities" only or restricted to the liabilities pertaining to a specified period and so on. The Accountant General has therefore suggested to issue suitable instructions to the Pension Sanctioning Authorities/Treasury Officers in the matter.

3. All Pension Sanctioning Authorities are hereby directed to satisfy themselves that the Non-Liability Certificates produced at the Treasury are signed/countersigned by the Authorities mentioned in Rule 113 (C) and Rule 115 (C) (VI) of Part III, Kerala Service Rules according to the fact that the retiring Government servant is a Gazetted Officer or a Non-Gazetted Officer. The Non-Liability Certificate produced at the Treasury should clearly indicate the liabilities/non-liability to the Government. The

CIRCULARS AND LETTERS ISSUED ON PENSION

Pension Sanctioning Authorities and Treasury Officers should ensure that the Non-Liability Certificates produced at the Treasury for release of pensionary claims are invariably signed by the Pension Sanctioning Authority concerned are in either of the forms indicated below:—

(i) When there are no liabilities outstanding:—

"Certified that no liabilities to Government are outstanding against Shri/ Smt.....(name and designation of the officer at the time of retirement/death) who has retired from service/died while in service on....."

Place:.....

Signature and Designation of the

Date:.....

Pension Sanctioning Authority.

(ii) When liabilities are outstanding:—

"Certified that the following liabilities are outstanding against Shri/ Smt.....(name and designation of the officer at the time of retirement/death) who has retired from service/died while in service on.....and the liabilities may be recovered from his death-cum-retirement gratuity and credited to the heads of account indicated against each.

SL.No.	Nature of liability	Amount of liability	Head of account to which it is to be credited
(1)	(2)	(3)	(4)

Certified further that there are no other liabilities to Government outstanding against him/her."

Place:.....

Signature and Designation of

Date:.....

the Pension Sanctioning Authority.

4. In cases where the Government is the Pension Sanctioning Authority, the Non-Liability Certificate should be signed by the Head of Department concerned except **when the employee himself was the Head of a Department at the time of his retirement/death in which case the concerned Special Secretary/Secretary of the Administrative Department of Government shall issue the Non-Liability Certificate.**

P. THANGAIYAN NADAR,
Joint Secretary.