

No. E2-39936/96

Office of the Inspector General of
Registration, Kerala, Thiruvananthapuram
Dated: 19-4-99.

C I R C U L A R

Sub:- Pension - Speedy settlement of pension and gratuity-
Procedure to be followed instruction issued -
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The Gratuity of several retired officers of the Registration Department have not been settled so far due to the delay in issuing the non-liability certificate by the Deputy Inspector General of Registration's/District Registrar's. In order to avoid such delay the subordinate Officers are instructed to follow the following procedure in future.

As soon as the Internal Audit report of District Registrar (Audit) Inspection Report of District Registrar (General) and the Local Audit Report of the Accountant General are received the amount held under objection shall be entered in the liability register after giving proper notice to the concerned officers.

The District Registrar (General) shall obtain the liability statement of an officer who is due to retire within 6 months. It is also the duty of the Sub Registrar's to take speedy action for the clearing of the liabilities fixed by the District Registrar. The amount held under objection in the Audit/Inspection shall be communicated to the retired officer in his house address in incorporating the manner prescribed earlier for settlement. The concerned officers are requested to adhere to the instruction contained in the circular for the speedy disposal of pensionary claims.

Contd....2.

It is also brought to the notice of Deputy Inspector General of Registration/District Registrar's that the Officers who are responsible for the delay in issuing Non Liability Certificate of the ~~ret~~ retired officers, with in the stipulated time alone will be held responsible for the loss sustained to the pensioner.

INSPECTOR GENERAL OF REGISTRATION