

(FINANCE INSPECTION WING)

No. FIW/01/2014

Thiruvananthapuram

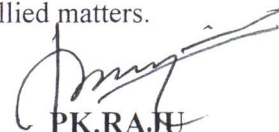
11-03-2014

C I R C U L A R

Sub:- Quantification of liability and speedy disposal of pension cases – instruction issued – reg.

Despite the various instructions issued from time to time, it is observed that there is still avoidable delay in settlement of pension papers. One of the major contributory cause for the unsatisfactory state of affairs is the delay in finalizing the liabilities of officers about to retire or already retired. Instances are also noticed in which no follow up action is taken to realize the loss sustained to the University by initiating Revenue Recovery/ Legal suits. In view of the above, the following supplementary instructions are accordingly issued for strict compliance by all concerned.

1. A pension file should be opened for each employee prior to six months from the date of his retirement notwithstanding whether the retiring officer submitted formal application for retirement benefits or not.
2. Communications to all the heads of Departments/Branches/Audit section etc. calling for the details of liabilities outstanding against the officer as on date are to be issued in the first instance.
3. The officer is to be communicated the liabilities with direction to settle them/submit statement of defence if any.
4. In the case of replies to audit objections pertaining to the quantification of liability is pending, the opinion of Finance Officer is to be sought as to whether there has been any loss to University, and if so, the extent of personal liability/responsibility. Similar procedure may be followed for objections raised in the Internal Audit also.
5. Under no circumstance, the finalization of liability is delayed on the ground that the replies to the objection raised by Accountant General/Local Fund etc. have not been finally accepted by them. But the fact of pendency of outstanding paras shall be stated.
6. The final liability/Non liability certificate incorporating all the liabilities outstanding against the officer as on the date of retirement and as reported by the various Branches/Sections /financial institutions shall be issued within 30 days from the date of retirement if not Departmental enquiry/action is pending/initiated against the Officer.
7. In such cases the retirement benefits should be released within 60 days from the date of retirement.
8. All the financial institution/credit societies to which there is reported liabilities, the institution concerned should be addressed to quantify and report the outstanding liabilities as on the date of retirement with in 7 days after the date of retirement. The liabilities if any subsequently accrued and intimated shall not be entertained.
9. No agreement of recovery shall be issued agreeing to recover the defaults/dues from the retirement benefits of employees to those who joined on or after 01-04-2013 since the new pension scheme has been implemented.
10. The quantified liability shall be intimated to the retired officer by Regd. Post with directions to submit his statement of objection with 15 days from the date of receipt.
11. The objection / if any received in time shall be processed on merits and finalized within the next 7 days under intimation to the retired officer.
12. The officers dealing with the pension files and those who are liable to report the outstanding liabilities shall be responsible for the loss sustained to the University in quantifying the liability and consequential penalties/loss sustained on account of delay in sanctioning/dealing with the pensionary claims
13. Rule 3 of part III of KSR shall be invoked for effecting recoveries and allied matters.

PK.RAJU
FINANCE OFFICER

To

1. All Heads of Departments/Branches/Section
2. PSs and PAs to all Statutory Officers
3. All Sub Offices/Centres.
4. Stock File / File copy