COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)

COCHIN UNIVERSITY OF
SCIENCE AND TECHNOLOGY

No. Fin.IV/Pension/Misc./2022

KOCHI-22
Dated: 05.06.2023

CIRCULAR

Sub:- Submission of Pension Books & photographs with spouse for Pension Payment Order-
Necessary Directions- Reg

Ref :- 1) Rule 110 Part III, Kerala Service Rules
2) Circular No: AUDIT(C)/New Pensioners/2022-23 dt. 06/05/2023

As per Rule 110, Part III, Kerala Service Rules, "Every Government Employee shall submit a formal application for Pension in Form 11 (now Pension Book in duplicate) at least one year in advance of the date of his/her anticipated retirement, in normal cases. It is seen that many of the Employees are submitting their Pension Book (in duplicate) in the month of their retirement, even after repeated Reminders from Finance Section. This make unnecessary delay in the issuance of Pension U.O and hence, the timely release of Pension and other related benefits.

Hence all the Employees who are due to retire are hereby directed to

1. provide their duly filled-in and duly attested Pension Book (in duplicate), at least one year prior to their retirement.
2. provide 2 copies of their photographs with spouse (if single at the time of retirement, provide 2 copies of their photographs) directly to Finance Section along with Pension Books for the issuance of Pension Payment Order.
3. The PPO (Pension Payment Order) will be issued only after the U.O for Pension is issued. The Circular referred above may please be perused.
4. No application during the month of retirement, except in Voluntary Retirement Scheme, will be entertained, hereafter.

Sudheer M S *
Finance Officer

To

1. PS to VC/ PS to PVC/ PA to Registrar/ PA to FO/ PA to CE/PDO
2. The Heads/Directors of all Departments/Schools/ Centres/ Offices
3. The Principal, School of Engineering/CUCEK
4. All Joint Registrars/Deputy Registrars/Assistant Registrars/ Section Officers

5. Day File/ Stock File/ File Copy

* This is a computer generated document. Hence no signature is required.