

**OFFICE OF THE CHIEF ENGINEER,
LOCAL SELF GOVERNMENT DEPARTMENT,
3RD FLOOR, REVENUE COMPLEX,
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM-33**

**Phone : 0471-2324951
0471-2325071
Tele Fax: 0471-2324951
email: celsgd @ rediffmail.com
website : www. celsgd.com**


No. E3/3601/2007/CE/LSGD

Dated 25.10.2011

ATTENTION TO ALL EMPLOYEES AND CONTROLLING OFFICERS

Sub:- Estt- Insufficient details submitted along with various proposals-reg.

The proposals for Compassionate Employment Scheme, NRA, Temporary Advance, Medical Reimbursement, Leave without Allowance, No objection Certificate for obtaining Indian Passport, Pensionary benefits etc submitted to this office lacks essential details or documents. This office find it difficult to give sanction or submit the proposal to Government in time, due to this. Various allegations are also being received in cases of delay in this office. Hence in order to avoid such complaints and to ensure speedy/timely disposal of the proposals, the details and documents as per the check list shall be submitted along with the proposals.


CHIEF ENGINEER.

Sk/-

(A) PROPOSAL FOR APPOINTMENT UNDER COMPASSIONATE EMPLOYMENT SCHEME.

(RULE 9 (a) (i) GENERAL RULES OF KS&SSR 1958)

- 1. Applications in A, B, C, D Forms.**
- 2. Original Legal Heirship Certificate.**
- 3. Original Death Certificate.**
- 4. Original Consent letter.**
- 5. Original Service Certificate.**
- 6. Original Income Certificate.**
- 7. Original Qualification Certificate.**
- 8. Specify the Department in which the job is required in Form "B".**
- 9. Service Book of the deceased Officer.**

N.B:- All the above certificate have to be countersigned by the next higher officer of the deceased officer to Superintending Engineer.

(B) Non- Refundable Advance

- 1. Application (Form B1).**
- 2. Declaration of the Applicant.**
- 3. Statement of Deposit and Withdrawals since the Last Credit Card
(Form A, B, C & D)**
- 4. Last Credit Card.**
- 5. GPF Pass Book.**
- 6. Form C1**

(C) TEMPORARY ADVANCE

- 1. Application (Form B1).**
- 2. Declaration of the Applicant.**
- 3. Date of birth and Date of Retirement.**
- 4. Statement of Deposit and Withdrawals since the Last Credit Card
(Form A,B,C & D)**
- 5. Last Credit Card.**
- 6. GPF Pass Book.**
- 7. Form C1**

(D) MEDICAL REIMBURSEMENT

1. Application.
2. Declaration.
3. Essentiality Certificate (With Name, Signature, Date and Designation of the authorized Medical attendant who treated the patient with seal of the Hospital).
4. Appendix II (For the treatment in Private Hospital).
5. Discharge Summary Certificate.
6. O.P ticket (For continuous treatment, it must be renewed every year).
7. All the Cash bills, enlisted in the essentiality certificate must be enclosed along with application and must be certified as "Paid by me" by the applicant and counter signed by the doctor who treated.
8. If treated in Private Hospitals, reasons if any to justify the same.

(E) LEAVE WITHOUT ALLOWANCE

1. Check List.
2. Proforma.
3. Application for leave.
4. Under taking.
5. Certificate regarding no criminal/civil cases.
6. Certificate regarding no disciplinary action/vigilance cases.
7. No objection Certificate and Non- Liability Certificate from the office where he/she is working.
8. Declaration.

N.B:- All above certificates have to be verified and counter signed by the Superintending Engineer/Executive Engineer/Secretary or the Controlling Officers. It is required to get details of Vigilance case/Disciplinary action from the parent Department concerned. Hence submit the proposal well in advance.

(F) NO-OBJECTION CERTIFICATE FOR OBTAINING PASS PORT.

1. Application for issue of No-objection Certificate.
2. Proforma Report.
3. Annexure –C
4. Declaration.
5. Annexure “B” duly filled/Photo pasted and attested by the Head of Office
(Superintending Engineer/Executive Engineer/Secretary)
6. Attested copy of Identity Card.
7. 3 Numbers of spare photos.
8. Certificate showing no vigilance or disciplinary proceedings are pending
from the office where he/she is working. (from parent department where
worked is also required)
9. Original documents should be produced for verification regarding family
members and Election ID card.

**NB:- It is required to get the details of vigilance/disciplinary action from the
parent departments concerned. Hence submit the proposal well in advance.**

(G) PENSION

- I**
- 1. Duly filled up Pension Book : 2 Nos.**
 - 2. Descriptive Roll and Identification Particulars : 2 Nos.**
(Exactly similar copy of page No.27 of Pension Book)
 - 3. Declaration of the pensioner regarding Short term advance/Festival Advance taken by him duly counter signed by the Head of Office**

II. Following points have to be noticed in the Pension Book while submitting

- 1. Page iii, 8, 10, 11, 23, 31 & 33 of the Pension Book have to be signed by the Head of Office.**
- 2. All signature of the Pensioner including specimen signature have to be counter signed by the Head of Office.**
- 3. Specific Remarks on the past conduct of the pensioner in page No. 11 of the Pension Book have to be made by the Head of Office.**
- 4. Joint Photographs of the pensioner has to be attested by the Head of Office.**
- 5. Page No. 11, 37 & 41 have to be counter signed by the Head of Office.**
- 6. All proposals have to be routed through the Superintending Engineer or Executive Engineer or Secretary.**

*N.B:- Head of Office may be Superintending Engineer, Executive Engineer, Assistant Executive Engineer, Secretary (Corporation/Municipality).
(If the pensioner is not a Superintending Engineer)*