**TRAINING MODULE**

**‘SETTLEMENT OF PENSIONARY BENEFITS**

**(INCLUDING CALCULATION OF QUALIFYING SERVICE, CALCULATION OF PENSIONARY BENEFITS)’**

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| **SESSION** | **TOPIC** |
| **DAY 1** | |
| **I & II**  **(10.00 AM to 12.45 AM)** | **Types of Retirement** |
| * Superannuation * Compulsory Retirement * Voluntary Retirement |
| **Calculation of Qualifying Service & Preparation of pension papers** |
| * Commencement of qualifying service * Counting of pre-retirement civil service in the case of re-employed Government Servants * Counting of military service rendered before civil employment * Counting of periods spent on leave * Stages for the completion of pension papers |
| **LUNCH** | |
| **III & IV**  **(01.45 PM to 04.30 PM)** | **Type of payment** |
| * Emoluments * Average Emoluments * Amount and calculation of pension * Retirement / Death Gratuity * Commuted Value Pension * Residuary Pension * Family Pension * Family Pension and enhanced rate * Leave encashment * Insurance Benefits to the retiree |
| **DAY -2** | |
| **I & II**  **(10.00 AM to 12.45 AM)** | **Calculation of Personal Benefits** |
| * Calculation of Average Emoluments * Commuted Value Portion * Calculation of Pension / Residuary Pension * Calculation of Family Pension at Enhanced Rate * Calculation of Family Pension at Normal Rate |
| **LUNCH** | |
| **III & IV**  **(01.45 PM to 04.30 PM** | * Medical Card to the retiree * Travelling Allowances benefits * TA for settlement at a station after Retirement |