**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
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| **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
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| **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
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| **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
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