

Government of West Bengal
Finance Department
Audit Branch : Pension Cell
“Hemanta Bhawan” (Top Floor)
12, B.B.D. Bag (East), Calcutta-700001.

No. 1315-F (Pen)

Dated, Calcutta, the 14th October, 1996.

MEMORANDUM

Subject : Scheme for payment of pension and gratuity on the date of superannuation.

The undersigned is directed to state that with a view to expediting settlement of pensionary claims, various circulars have been issued by Government from time to time. In spite of issue of those circulars, the desired goal has not been reached.

The Governor is now pleased to lay down the following procedure to be followed by various authorities for settlement of pensionary claims of Government employees with a view to handing over the copy of intimation letter regarding issue of pension payment order, payment of gratuity and commuted value of pension, where applicable, on the date of superannuation of a Government employee.

Procedure to be followed by the Head of Office

- 1.1 The Head of Office (who is the Pension Sanctioning Authority in respect of his subordinate staff) shall maintain a Pension Register as prescribed in the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 (as amended by G.O. No. 5977-F dated 27.6.85). He shall prepare on the 1st January/1st July of each year a list (in duplicate) of employees under his control who will retire within the next 30 months and send one copy of the same to the Principal Accountant General (A&E), West Bengal and the second copy to the Pension Cell of the Finance Department.
- 1.2 A notice shall be issued to the retiring Government employee two years in advance from the date of superannuation enclosing along with the notice, Form No. 5 (Formal Application for pension), Form C (Form for commutation of pension) and Form for nomination for payment of Life Time Arrear of Pension (G.O. No. 10885-F dated 24.10.86) as well as the Form of Application for drawal of pension through Public Sector Banks in Calcutta as prescribed under rule 4(3) of the Rules for Payment of Pension to State Government Pensioners in Calcutta (vide Annexure ‘A’ to the said Rules) with the direction to submit the said Forms along with other documents as indicated in the Forms one year in advance from the date of superannuation.
- 1.3 On receipt of application in Form 5 and Form C etc. along with other documents from the retiring employee, the Head of Office shall start the work of preparation of pension papers in the Comprehensive Form * prescribed by Memo No. 747-F(Pen) dated 01.06.95 (copy enclosed) eight months in advance from the date of superannuation. He shall simultaneously prepare/obtain from the Drawing and Disbursing Officer, if he himself is not the Drawing and Disbursing officer, a pay statement in the proforma specified in the Annexure, and also prepare a Calculation Sheet showing admissible pension and gratuity of the retiring employee and family pension, where payable.

* Vide copy at p. 8.

- 1.4 The Head of Office shall send the pension papers complete in all respects to the Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta-700001 along with enclosures as mentioned in the Comprehensive Form six months in advance from the date of superannuation of the employee for issue of Pension Payment Order, authority for payment of retiring gratuity and authority for payment of commuted value of pension, if any.

If, after the pension papers have been forwarded to the Principal Accountant General, West Bengal within the specified period, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Principal Accountant General, West Bengal by the Head of Office.

- 1.5 The Head of Office shall promptly issue reply to any observation made by the Principal Accountant General (A&E), West Bengal in connection with disposal of any pension case to enable the Principal Accountant General (A&E), West Bengal to issue Pension Payment Order in time.
- 1.6 On receipt of Pensioner's copy of the intimation letter regarding issue of Pension Payment Order from the Principal Accountant General (A&E), West Bengal and the authority for the payment of gratuity and commuted value of pension, the Head of Office, if he himself is the Drawing and Disbursing Officer in respect of the establishment to which the Government employee belongs shall prepare a Bill immediately in the Bill Form used for payment of provisional gratuity, for payment of retiring gratuity and commuted value of pension as authorised by the Principal Accountant General (A&E), West Bengal and submit the same to the Pay & Accounts Officer/Treasury Officer, as the case may be with the instruction to issue cheque(s), not encashable before the first working day following the date of superannuation of the Government employee. If the Head of Office is not the Drawing & Disbursing Officer, he shall forward the relevant records to the concerned Drawing & Disbursing Officer, who shall take similar action. The cheques for gratuity and commuted value of pension shall be handed over by the Head of Office to the retiring Government employee along with pensioner's copy of intimation letter regarding issue of Pension Payment Order already received from the Principal Accountant General (A&E), West Bengal at the close of the day of his retirement or on the next working day, if the day of retirement falls on a holiday.

Provided that if any disciplinary proceedings has been instituted during the intervening period between forwarding of pension papers to the Principal Accountant General (A&E), West Bengal and the date of retirement of the employee, the Head of Office shall not deliver the copy of intimation letter regarding issue of Pension Payment Order etc. if received from the Principal Accountant General to the retiring employee so long as the retiring employee is not honorably acquitted of the charges. Where disciplinary proceeding is pending even after the employee attained the age of superannuation, the Head of Office shall continue payment of Provisional Pension as authorised by the Principal Accountant General, West Bengal till conclusion of the disciplinary proceedings. No gratuity or Commuted value of Pension shall be paid during this period. On completion of disciplinary proceedings, if any employee is honorably acquitted, the Head of Office shall hand over the pensioner's copy of intimation letter regarding issue of Pension Payment Order etc. to the concerned employee and issue a direction to the concerned Pension Disbursing Officer indicating therein the amount of Provisional Pension sanctioned in favour of the Government employee concerned and also the period of such payment for adjustment of the same against final pension. Where revalidation of cheques is necessary action for such revalidation shall be taken by the Head of Office.

- 1.7 If there is no case pending against a retiring employee, the Head of Office shall issue a Certificate on the date of superannuation of the concerned employee to the effect that (i) no provisional pension has been authorised; (ii) the amount paid on account of gratuity and commuted value of pension and the date of such payment and (iii) that the retiring employee does not owe to the Government in any way and hand over the said certificate to the retiring employee on the date of superannuation.

Procedure to be followed by the Drawing and Disbursing Officer

- 2.1 On receipt of direction from the Head of Office under para 1.3 for issue of Pay Certificate, the Drawing and Disbursing Officer shall issue Pay Certificate in the specified proforma not later than a fortnight from the date of receipt of the direction from the Head of Office.
- 2.2 He shall draw Bill for payment of gratuity and commuted value of pension as authorised by the Principal Accountant General (A&E), West Bengal immediately after receiving instructions from the Head of Office under para 1.6.

Procedure to be followed by the Pay and Accounts Officer, Calcutta/Treasury Officer

3. On receipt of Bill for payment of Gratuity and Commuted value of Pension from the Drawing and Disbursing Officer as stated, he shall take steps for issue of cheque(s) encashable on the 1st working day following the date of retirement to enable the Pension Sanctioning Authority to deliver the cheque(s) to the concerned employee on the date of his superannuation.

Procedure to be followed by the retiring Government Employee

- 4.1 On receipt of intimation along with Forms from the Head of Office as described in para 1.2 the retiring Government employee shall submit the required Forms along with Form C (if he intends to commute a portion of his/her pension) duly filled in, to the Head of Office not less than one year in advance from the date of his superannuation.
- 4.2 On the date of superannuation he shall hand over official charge including charge of stores, cash, stamp, account etc., if any, in accordance with such orders may be issued by the Head of Office for the purpose.
- 4.3 On receipt of pensioner's copy of intimation letter regarding issue of Pension of Payment Order etc. and certificate from the Head of Office, he shall personally appear before the Pension Disbursing Officer (Public Sector Bank in Calcutta/Treasury in the Districts) as chosen by him earlier and submit the pensioner's copy of intimation letter regarding issue of Pension Payment Order and the certificate issued by the Head of Office.

Procedure to be followed by the Pension Disbursing Officer

5. On receipt of both halves of Pension Payment Order from the Principal Accountant General (A&E), West Bengal in advance the Pension Disbursing Officer shall wait till the Pensioner personally appears along with the pensioner's copy of intimation letter regarding of Pension Payment Order and the certificate issued by the Head of Office. On personal appearance of the pensioner, the Pension Disbursing Officer shall complete formalities prescribed in relevant rules and start payment from the date mentioned in the Pension Payment Order after deducting/adjusting commuted portion of pension/provisional

pension, if paid by the Head of Office. He shall hand over pensioner's portion of Pension Payment Order to the pensioner after observing due formalities.

Procedure to be followed by the Principal Accountant General (A&E), West Bengal.

- 6.1 On receipt of pension papers complete in all respects from the Head of Office six months in advance from the date of superannuation of Government employee the Principal Accountant General (A&E), West Bengal shall apply requisite checks for determining the admissibility of pension and gratuity and also family pension cases.
- 6.2 If any information/clarification is wanted, the Head of Office shall be contacted within 3 months from the date of receipt of pension papers.
- 6.3 Where no information/clarification is desired or where necessary clarification has been received from the Head of Office, the Principal Accountant General (A&E), West Bengal shall straightway issue (i) Pension Payment Order, (ii) authority for payment of gratuity and (iii) authority for payment of commuted value of pension one month in advance from the date of superannuation of the Government employee.
- 6.4 He shall send pensioner's copy of intimation letter regarding issue of Pension Payment Order and the authority for payment of retiring gratuity and commuted value of pension to the concerned Head of Office under whom the retiring employee is serving and the both halves of Pension Payment Order to the Pension Disbursing Officer, as chosen by the retiring Government employees, with the direction to start payment from the specific date as fixed therein.
- 6.5 When the retiring employee is in receipt of higher pay on the basis of interim orders passed by the Hon'ble High Court Hon'ble Supreme Court of India, West Bengal Administrative Tribunal or where appeal, if any, preferred by the Government is pending, such higher pay may be taken into account for calculation of pension only on provisional basis till finalisation of the case. No gratuity or commuted value of pension, shall be authorised in such cases till finalisation of the court case and issue of consequential Government instructions.
- 6.6 Where payment of pension/family pension is to be made in other State, the Special Seal Authority for payment of pensionary benefits may be issued as usual to the concerned Accountant General, in whose audit jurisdiction the pensioner intends to draw pension.
7. The procedures outlined in paragraphs shall be followed *mutatis mutandis*, in case of (a) settlement of pensionary claims arising on grounds other than ground of superannuation and (b) settlement of family pension and death gratuity in the event of death-in-harness of an employee.
8. Failure to comply with the provisions as stated above by the officers who are under the Administrative Control of the State Government shall be seriously viewed and may make such Officers liable for disciplinary action. In particular, the Head of office (Pension Sanctioning Authority) shall be held personally responsible for non-compliance with the procedure required to be followed by him for payment of pension. Any lapses on his part may, apart from making him liable for disciplinary action, require him to pay to the Government such additional expenditure which Government may have to incur by way of payment of interest for delayed payment of retiring benefits to the employees.

9. The commuted value of pension in respect of those commutation applications which will not be submitted along with pension cases as well as revised pensionary benefits (including revised gratuity and revised commuted value) will be paid through the pension Disbursing Officer concerned as usual after receiving authority from the Principal Accountant General (A&E), West Bengal.
10. The provisions of the West Bengal Services (Death-cum-Retirement Benefits) Rules, 1971 and West Bengal Treasury Rules in so far as pensionary matters are concerned shall be deemed to have been amended to the extent indicated in this order. Formal amended to the said rules shall be made in due course.

Sd/- Asok Gupta
Principal Secretary to the
Government of West Bengal.

No. 1315/1(4000)-F (Pen)

Dated, Calcutta, the 14th October, 1996.

Copy forwarded for information and necessary action with the direction to take up pension cases for sanction under this Scheme. The pension sanctioning authority will initiate the work 30 months in advance from the date of retirement. As the time for preparatory work as per para 1.3 is available in respect of retirement on or after 31.08.97 the pension sanctioning authority will also take up these cases under this scheme.

Sd/- A. K. Chakraborty
Joint Secretary to the
Government of West Bengal.

Compiler's Note : For amendment/clarification and related orders see the following —

- i) 1550-F(Pen) dt. 17.12.96 at p-33
- ii) 305-F(Pen) dt. 20.2.97 at p-37
- iii) 492-F(Pen) dt. 21.3.97 at p-43
- iv) 890-F(Pen) dt. 25.6.97 at p-39
- v) 998-F(Pen) dt. 22.7.97 at p-40
- vi) 1221-F(Pen) dt. 2.9.97 at p-49
- vii) 1222-F(Pen) dt. 2.9.97 at p-41
- viii) 255-F(Pen) dt. 3.3.98 at p-42
- ix) 256-F(Pen) dt. 3.3.98 at p-43

ANNEXURE

[No. 1315-F(Pen) Dated 14.10.96.]

Pay Certificate of Shri/Smt. for the purpose of pension and gratuity/family pension.

Pay

1. (a) The basic pay of Shri/Smt. as on is/was Rs. in the scale of pay of Rs.
- (b) His/Her next increment in the aforesaid scale is due on which will raise his/her pay to Rs. per month upto the date of superannuation.
- (c) He/She draws a special pay of Rs. in addition to his/her basic pay in the aforesaid scale.
- (d) He/She draws the following elements, viz.
 - i)
 - ii)
 - iii)

which have been declared as pay for the purpose of pension and other retirement benefits.

RECOVERIES OF LOANS AND ADVANCES

1. House Building Advance

Amount sanctioned Rs.

Mode of recovery

Principal

Interest

Recoverable in instalments
@ Rs. and instalments
@ Rs.

Recoverable in instalments
@ Rs. and instalments
@ Rs.

Recoveries made upto

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of superannuation

Further recoveries to be made upto the date of superannuation

No. of Instalments	Rate of each Instalment	Total

No. of Instalments	Rate of each Instalment	Total

2. ADVANCE FOR ADDITIONS AND ALTERATIONS OF HOUSE

Amount sanctioned Rs.

Mode of recovery

Principal

Interest

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

3. ADVANCE FOR REPAIR OF HOUSE

Amount sanctioned Rs.

Mode of recovery

Principal

Interest

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

4. MARRIAGE/ILLNESS ADVANCE

Amount sanctioned Rs.

Mode of recovery

Principal

Interest

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

5. CYCLE/SCOOTER/MOTOR CAR ADVANCE

Amount sanctioned Rs.

Mode of recovery

Principal

Interest

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

Recoverable in instalments

@ Rs. and instalments

@ Rs.

Recoveries made upto

No. of Instalments	Rate of each Instalment	Total

Further recoveries to be made upto the date of
superannuation

No. of Instalments	Rate of each Instalment	Total

6. FESTIVAL ADVANCE

Festival advance of Rs. was sanctioned of which instalments have been recovered upto @ Rs. and further instalments @ Rs. will be recovered upto the date of superannuation.

7. OTHER ADVANCE

(Details of sanction and recovery should be furnished by the
Drawing and Disbursing Officer)

8. OVERDRAWS OF PAY AND ALLOWANCES/TRAVELLING ALLOWANCES

Shri/Smt. had overdrawn an amount of Rs. on account of of which Rs. shall be recovered upto the date of superannuation leaving a balance of Rs. as outstanding on the date of superannuation.

All outstanding dues, if any, as on the date of superannuation, shall be recovered from the amount of gratuity and relief on pension straightway by the Accounts Officer i.e. Principal Accountant General (A&E), West Bengal.

Date :

Signature and Official Seal of
the Drawing and Disbursing Officer.