

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

MEMORANDUM

No. 335-F(Pen)

Dated, Kolkata, the 7th March, 2001.

In Finance Department's Memo No. 1315-F(Pen) dated 14.10.96, the scheme for payment of pension and gratuity on the date of superannuation of State Government employees has been introduced. This scheme was made applicable in respect of employees who attained the age of superannuation on 31st August, 1997 onwards. Before enhancement of age of superannuation of State Government employees pensionary benefits were released on the date of superannuation under this scheme covering a period of 9 months i.e. from August '97 to April '98. The scheme is still applicable in respect of Group 'D' employees and also the employees who are due for superannuation normally after attaining the age of 60 years. In respect of other employees (due for superannuation after attaining 58 years of age) due to enhancement of age of superannuation (as no superannuation of this category of employees take place/will take place upto 30.04.2000) from 58 years to 60 years, there is a respite of 2 years in the implementation of this scheme. Now the scheme is operational in respect of all categories of State Government Employees.

With the introduction of new system for sanction and payment of pensionary benefits of State Government employees on the date of superannuation, a considerable volume of additional work has devolved on Pension Branch, Finance Department. The entire system is being monitored by this Branch. This Branch is also required to keep close contact with all Pension Sanctioning Authorities throughout the State (about 5500 in number), Pension Disbursing Authorities and the office of Principal Accountant General (A&E), West Bengal.

While monitoring the scheme, it is felt that to achieve 100% success in implementing the scheme, the procedural rules for processing the pension cases should be modified to some extent as discussed in the succeeding paragraphs to hand over pensionary benefits in 100% cases on the date of superannuation. For this purpose it has already been decided to computerize the entire system and the work of computerization is already in progress. The intention is that the Pension Branch will keep records of all the State Government pensioners more or less in the same manner as is being done by the Central Government in respect of their pensioners.

In a year, around 18,000 cases of retirement including cases of death in harness of State Government employees are being dealt with. To keep 100% data records of pensioners in Pension Branch the entire monitoring work will be divided into 12 zones for the time being as follows :-

- | | | | | |
|----|------|---|-----|---|
| 1) | Zone | - | I | (Cooch Behar, Jalpaiguri, Darjeeling) |
| 2) | Zone | - | II | (Malda, Uttar Dinajpur, Dakshin Dinajpur) |
| 3) | Zone | - | III | (Purulia, Bankura, Birbhum) |

4)	Zone	-	IV	(Burdwan)
5)	Zone	-	V	(Midnapore)
6)	Zone	-	VI	(Hooghly)
7)	Zone	-	VII	(Howrah)
8)	Zone	-	VIII	(Murshidabad)
9)	Zone	-	IX	(Nadia)
10)	Zone	-	X	(24-Parganas North)
11)	Zone	-	XI	(24-Parganas South)
12)	Zone	-	XII	(Kolkata)

The following procedural rules will be adopted :-

(i) All Pension Sanctioning Authorities will be required to submit a list of employees who are going to retire in the next 30 months, in the format as prescribed in Memo No. 1100-F(Pen), dated 30-10-2000 (copy enclosed at Annexure-VI attached to their offices as usual and submit a copy of the same to the Pension Branch of Finance Department, Hemanta Bhavan, 12, B.B.D. Bag (East), Kolkata-700 001 and the Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001 half-yearly in January and July every year. Where no retirement will take place a “NIL” report should be submitted.

(ii) At the same time, the Head of Office shall issue a notice to the retiring employee 24 months in advance from the date of superannuation with the direction to submit application for pension to the concerned Head of Office 18 months in advance from the date of superannuation positively.

(iii) Within a period of 6 months from the date of submission of application for pension from the concerned employee, the Head of the Office shall complete the pension papers and issue/obtain Pay Statement etc. and forward pension papers complete in all respects along with Annexure-I to this Memo, in triplicate, duly filled in to the Pension Branch, Hemanta Bhavan, 12, B.B.D. Bag (East), Kolkata-700 001 **one year in advance** from the date of superannuation of the respective employees positively for onward transmission to the Principal Accountant General (A&E), West Bengal in due time by this Branch, Revision of pension cases shall be directly submitted to the Principal Accountant General (A&E), West Bengal by the pension sanctioning authority as usual for the time being. There are some cases where superannuation is due on a date within next 30 months and the head of office submitted intimation as stated in (i) above to this Department as per existing practice and if their cases if retirement takes place before the date of superannuation on grounds of invalidation, voluntary retirement/compulsory retirement or in case of death in harness, the head of Office concerned shall submit such cases to this Department complete in all respects promptly after date of retirement/death of the concerned employee indicating distinctly the nature of the case on the body of the forwarding letter preferably in red ink as follows :-

“Case of Voluntary retirement”, “case of invalid retirement”, “case of compulsory retirement” or “case of death in harness”.

(iv) On receipt of Pension cases from the Head of Office, the Pension Branch will undertake necessary scrutiny of papers, service records, calculation of pensionary benefits, etc. and complete the work in the manner as stated in Memo No. 336-F(Pen) dated 07.03.2001 and forward the case complete in all respects in the form at Annexure-II to this Memo to the Principal Accountant General (A&E), West Bengal 6 months in advance from the date of superannuation of the respective employees for issue of Pension Payment Order, Authority for payment of Gratuity and Commuted Value of Pension, if applied for. All basic papers including Service Books will be returned by the Principal Accountant General (A&E) , West Bengal to the respective Pension Sanctioning Authorities for preservation as per Rules. If any, information is required, the same may be obtained by this Branch by making reference to the concerned Head of office within two months from the date of receipt of the case in Annexure-III. If information regarding authorization of pensionary benefits is not received in time, the Principal Accountant General (A&E), West Bengal shall be reminded in the format enclosed at Annexure-IV to this Memo.

(v) On receipt of pension papers complete in all respects, checked by Pension Branch of Finance Department, 6 months in advance from the date of superannuation of the concerned employee, the Office of the principal Accountant General, West Bengal, shall apply its requisite checks for determining the admissibility of Pension, Gratuity, Commuted Value of Pension (if applied for) and Family Pension. If any/information/clarification is required, he shall contact the Head of Office concerned directly for rectification/compliance within 3 months from the date of receipt of the case by him and a copy of the same may be forwarded to this Department along with employee code No. as previously allotted by this Department for persuasion from this end. Where no information is needed or where clarification is received after making reference to Head of office, the Principal Accountant General shall straightway issue Pension Payment Order, Authority for Payment of Gratuity and Commuted Value of Pension at least one month in advance positively from the date of superannuation of the respective employees and also inform Finance Department the amount of Pension, Gratuity and Commuted Value of Pension as admissible and thereafter Pension Payment Order Number and Gratuity Payment Order allotted to the pensioner. He will return all basic pension papers to the Pension Sanctioning Authority direct.

(vi) On receipt of information regarding Pension, Gratuity and Commuted Value of Pension and P.P.O. No. of a pensioner from the Office of the Principal Accountant General, West Bengal necessary entries may be recorded in the computer against the concerned pensioner to keep full and complete records of the pensioner.

(vii) All Pension Sanctioning Authorities, Retiring Employees, Pension disbursing Authorities and DDOs under the Administrative Control of State Government are once again requested to submit pension papers complete in all respects along with Annexure-I to this memo, in triplicate, duly filled in time submission of application for pension along with requisite papers when called for by the Pension Sanctioning Authority, issue of pay certificate and disbursement of pension on the very month when the same is due as stated above and also send reply to references when made by Pension Branch, Finance Department and the principal Accountant General, West Bengal promptly to settle the cas in time. Any explanation regarding delay in submitting pension cases/reply to references made by the authority concerned, delay in submission of application, delay in issuing pay certificate and disbursement of pension shall not be taken into consideration and action as per para 8 of Finance Department Memo No. 1315-F(Pen), dated 14.10.96 shall be initiated against the person(s) responsible for delay in settlement of pension cases.

(viii) The following papers are required for submission along with pension cases :-

- A. Single Comprehensive Form as issued in Memo No. 747-F(Pen) dated 01.06.95 (with correction as made in Memo No. 1222-F(Pen) dated 02.09.97).
 - B. Service Book.
 - C. Pay statement as per Annexure to Memo No. 1315-F(Pen) dated 14.10.96.
 - D. Annexure-I to this Memo in triplicate duly filled in (excluding certificate column meant for this Department)
 - E. Attested Passport size joint photographs/photographs and specimen signature/Left Thumb Impression and Finger Impressions of the pensioner/Family Pensioner (4 copies each).
 - F. Death Certificate/Medical Certificate (in case of death or invalidation).
 - G. Annexure 'A' for payment of pension through Public Sector Bank in Kolkata, in duplicate.
 - H. Details of family as defined in rule 7(1)(e)(1) and 7(1)(e)(2) of WBS(DCRB) Rules, 1971 duly countersigned by the pension sanctioning authority.
 - I. Three slips bearing specimen signature of the pensioner duly attested.
 - J. Nomination for payment of death gratuity in prescribed form duly accepted by the pension sanctioning authority.
 - K. Life time arrear of Pension Nomination Form in duplicate duly filled in and accepted by the Pension Sanctioning Authority.
 - L. Where payment is desired from other State, double set of Forms as stated above shall be submitted.
 - M. Clearance Certificate, if issued, by the Principal Accountant General (A&E), West Bengal in connection with any loans and advances.
- (ix) Chart for calculation of Commuted Value of Pension is also enclosed at Annexure-V.
- (x) The revised procedure is applicable in respect of retirement on or after 31.05.2002.
- (xi) This Department Memo No. 1315-F(Pen) dated 14.10.96 shall be deemed to have been modified to the extent of this order.

Sd/- Ashok Gupta

Principal Secretary to the
Government of West Bengal,
Finance Department.

Annexure - 1
(To be submitted in Triplicate)

Memo. No. 335-F(Pen)

Dated : 07.03.2001

PARTICULARS OF PENSIONER

Employee Code :
Name :
Designation :
Office Name :
Father's/Husband's Name :
Address :
Pension Sanction Authority :

EMOLUMENT FOR PENSION

A. Pay scale :
B. Last Pay :
C. Special Pay :
D. N.P.P. :
E. Additional Pay :
F. P.H.Pay :
G. Dearness Pay :
H. Other Elements :

Amount Reckonable for Pension

Emolument for gratuity

A. Dearness Allowance :

Amount Reckonable for gratuity :

Checked and verified

Section Officer,
Finance Department, Checking Section.

Contd.

Annexure - 1
(To be submitted in Triplicate)

Memo. No. 335-F(Pen)

Dated : 07.03.2001

Date of birth :

Date of Ending of service

i) On Retirement :

ii) On Death

Date of entry into service. :

Length of Service

A. Gross service (YY-MM-DD) :

B. Weight age (YY-MM-DD), if any :

C. Less Non-qualifying period
of service (if any) :

i) E.O.L. on private ground :

ii) Period of break if condoned :

Net Length of Service (YY-MM-DD) :

Qualifying service (6 Monthly period) :

Class of Pension :

Pension Disbursing Authority :

Salary Disbursing Authority, i.e.

Name of Treasury or respective
PAO, Calcutta.

Age on Next Birthday :

Pension amount applied for commutation :

Overdrawal of pay and/or advances to be
recovered against Gratuity :

Outstanding dues as per pay certificate
issued by Head of Office/DDO :

P.P.O./G.P.O. Number :

(To be filled in by Finance Department)

Details of Family Pension/Gratuity/LTA Pension Nominee

Family Pension Block

Name

Relation

Date of Birth

Contd.

Annexure - 1
(To be submitted in triplicate)

Memo. No. 335-F(Pen)

Date : 07.03.2001

Gratuity Block

Name	Relation	Date of Birth
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Life Time Arrear Pension Block

Name	Relation	Date of Birth
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Amount of Pension	:	
Date of commencement	:	
Amount of Pension commuted	:	
Reduced Pension payable	:	
Commuted Value of pension	:	
Date of restoration of CPP	:	
Amount of Retiring Gratuity	:	
Death Gratuity (if applicable)	:	
Family pension at enhanced rate	:	
Duration of EEP	: From	Upto
Family Pension at normal rate	:	
Duration of NFP	: From	Upto

Signature of Head of Office
with official seal.

Checked and verified
Section Officer
Finance Department,
Zone No.

Counter Signature

Assistant Secretary/Deputy Secretary
to the Government of West Bengal,
Finance Department.

Annexure - II
(In case of retirement)

Memo. No. 335-F(Pen)

Date : 07.03.2001

Government of West Bengal
Finance Department
Pension Branch
Hemanta Bhavan (Top Floor)
12, B.B.D. Bag (East) Kolkata-700001.

From : Assistant Secretary/Deputy Secretary
to the Government of West Bengal.

To : The Principal Accountant General (A&E),
West Bengal,
Treasury Buildings,
Kolkata-700 001.

No. -F(Pen)

Dated, Kolkata, the

Sir,

I am directed to forward herewith pension papers of Shri/Smt.
(Code No.) after scrutiny, complete in all respects who is going to retire/retired on
. The Head of Office has completed pension papers and forwarded the same to this Department in Memo No.
dated for scrutiny at our end.

I would now request you kindly to ensure issue of Pension Payment Order/Authority for payment of
Gratuity and Commuted Value of pension in time after applying your requisite checks, so that the Head of
office can hand over the cheques for Retiring Gratuity, Commuted Value of Pension and intimation letter for
issue of P.P.O. in time. This Department may also be kept informed. The Code Number of the case is which
may kindly be mentioned in all future reference, if any.

Deputy Secretary/Assistant Secretary
to the Government of West Bengal,
Finance Department.

Annexure - II

Memo. No. 335-F(Pen)

Date : 07.03.2001

(In case of death in harness)

**Government of West Bengal
Finance Department
Pension Branch
Hemanta Bhavan (Top Floor)
12, B.B.D. Bag (East) Kolkata-700001.**

From : Assistant Secretary/Deputy Secretary
to the Government of West Bengal.

To : The Principal Accountant General (A&E),
West Bengal,
Treasury Buildings,
Kolkata-700 001.

No. -F(Pen)/D.

Dated, Kolkata, the

Sir,

I am directed to forward herewith pension papers of Shri/Smt.
(Code No.) after scrutiny, complete in all respects who expired on
The Head of Office has completed pension papers and forwarded the same to this Department in Memo No.
dated for scrutiny at our end.

I would now request you kindly to ensure issue of Pension Payment Order/Authority for payment of
Death Gratuity and family pension in time after applying your requisite checks, so that the Head of office
can hand over the cheques for Death Gratuity and intimation letter for issue of P.P.O. in time. This Department
may also be kept informed. The Code Number of the case is which may kindly be
mentioned in all future reference, if any.

Deputy Secretary/Assistant Secretary
to the Government of West Bengal,

Annexure - III

Memo. No. 335-F(Pen)

Date : 07.03.2001

/RETURN MEMO/

**Government of West Bengal
Finance Department
Pension Branch
'Hemanta Bhavan' (Top Floor)
12, B.B.D. Bag (East) Kolkata-700001.**

From : Assistant Secretary/Deputy Secretary
to the Government of West Bengal.

To :

No. - Dated, Kolkata, the

The undersigned is directed to refer to his Memo/Letter No. dated regarding
forwarding of pension papers of (Employee Code No.) and to
request him to furnish the information/document(s) as stated below :-

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:

Assistant Secretary/Deputy Secretary
to the Government of West Bengal.

REMINDER TO AG

Annexure - IV

Memo. No. 335-F(Pen)

Date : 07.03.2001

**Government of West Bengal
Finance Department
Pension Branch
'Hemanta Bhavan' (Top Floor)
12, B.B.D. Bag (East) Kolkata-700001.**

From : Assistant Secretary/Deputy Secretary
to the Government of West Bengal.

To : The Principal Accountant General (A&E),
West Bengal,
Treasury Buildings,
Kolkata-700 001.

No.

Dated, Kolkata, the

Sir,

I am directed to say that in this Department letter No. _____ dated _____, the pension case of (Code No. _____) was forwarded to you after proper checking from our end. He/She is due for superannuation with effect from _____. In terms of para 6.3 of this Department Memo No. 1315-F(Pen) dated 14.10.96 you are required to issue Pension Payment Order, Authority for payment of Gratuity and Authority for payment Commuted Value of Pension if applied for, one month in advance from the date of superannuation if the case is complete in all respects. No information have so far been received at our end regarding communication of any audit observation to the pension Sanctioning Authority. We also do not have any information of issue of Authority by you in the case under reference.

I would, therefore, request you to kindly look into the matter to enable the Pension Sanctioning authority to make payment of retirement benefits to the incumbent on due date.

Yours faithfully,

Deputy Secretary/Assistant Secretary
to the Government of West Bengal.

No.

Dated :

Copy forwarded for information to :

Deputy Secretary/Assistant Secretary
to the Government of West Bengal.

Annexure - V

Memo. No. 335-F(Pen)

Date : 07.03.2001

**CHART FOR CALCULATION OF COMMUTED VALUE
COMMUTATION VALUES FOR PENSION OF RE.1/-PER ANNUM**

Age of next birth day	Commutation value expressed as number of years' purchase.	Age on next birth day	Commutation value expressed as number of years' purchase
(1)	(2)	(3)	(4)
17	19.28	51	12.95
18	19.20	52	12.66
19	19.11	53	12.35
20	19.01	54	12.05
21	18.91	55	11.73
22	18.81	56	11.42
23	18.70	57	11.10
24	18.59	58	10.78
25	18.47	59	10.46
26	18.34	60	10.13
27	18.21	61	09.81
28	18.07	62	09.48
29	17.93	63	09.15
30	17.78	64	08.82
31	17.62	65	08.50
32	17.46	66	08.17
33	17.29	67	07.85
34	17.11	68	07.53
35	16.92	69	07.22
36	16.72	70	06.91
37	16.52	71	06.60
38	16.31	72	06.30
39	16.09	73	06.01
40	15.87	74	05.72
41	15.64	75	05.44
42	15.40	76	05.17
43	15.15	77	04.90
44	14.90	78	04.65
45	14.64	79	04.40
46	14.37	80	04.17
47	14.10	81	03.94
48	13.82	82	03.72
49	13.54	83	03.52
50	13.25	84	03.32
		85	03.13