

**Government of West Bengal**  
**Finance Department**  
**Pension Branch**  
**“Hemanta Bhavan” : (Top Floor)**  
**12, B.B.D. Bag (East), Kolkata-1**

No.422-F(Pen)

Dated, Kolkata, the 7th April, 2003.

**MEMORANDUM**

Subject : Review of pension sanctioning procedure.

The scheme for payment of pension and gratuity on the date of superannuation of State Govt. employees has been introduced in 1996 under Finance Department Memo No.1315-F (Pen) dt.14.10.96 and made applicable in respect of employees who attained the age of superannuation 31.8.97 onwards. In order to implement the scheme with 100% success, Govt. subsequently formulated a new procedure under Memo No.335-F (Pen), dt.7.3.2001 which envisaged that all pension cases covering about 5500 Pension Sanctioning Authorities throughout the State should be submitted to and checked centrally in the Pension Branch of Finance Department before being sent to the Office of the Accountant General (A&E), West Bengal and this new procedure envisaged in Memo No.335-F (Pen), dt.7.3.2001 was made applicable in respect of retirements on or after 31.5.2002.

2. Government has made a review of the working of the new procedure and it has been found that due to lack of proper infrastructure and also some other difficulties the new procedure has not been working as satisfactorily as was contemplated initially.
3. After consideration of the present position as stated above, it has been decided to go back to the earlier position prevailing prior to issue of Finance Department Memo No.335-F (Pen), dt.7.3.2001 and, accordingly, the undersigned is directed by order of the Governor to State as follows :-
  - i) Finance Department Memo No.335-F (Pen), and No.336-F (Pen), both dt.7.3.2001 shall stand withdrawn with effect from 1.4.2004 i.e. in respect of employees who will retire/die after 31.3.2004.
  - ii) No pension case will henceforth be received by Pension Branch of Finance Department in respect of an employee retiring after 31.3.2004.
  - iii) All pension cases in respect of employees retiring/dying after 31.3.2004 should be submitted by the heads of offices direct to the office of the Accountant General (A&E), West Bengal six months in advance from the date of retirement as per the earlier procedure and following the time-schedule as contained in Finance Department Memo No.1315-F (Pen), dt.14.10.96. Pension Branch of this Department will monitor the pension sanctioning process and act as interface between the Accountant General (A&E), West Bengal and the Pension Sanctioning Authorities.

Sd/- S. Ghosh  
Principal Secretary to  
the Government of West Bengal,  
Finance Department.