

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

No. 747-F(Pen)

Dated, Calcutta, the 1st June, 1995.

MEMORANDUM

Subject : Introduction of One Single Comprehensive Form in connection with sanction of pension cases.

The question of introducing a Single Comprehensive Form replacing the existing Forms No.1 and No.3 and Annexure III under the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 as amended from time to time, was under consideration of the Government for some time past.

2. After careful consideration of the matter and with due consultation with the Principal Accountant-General (A&E), West Bengal, the Governor has been pleased to prescribe format of the Single Comprehensive Form which is enclosed herewith. This Form will replace the relevant existing forms No.1 and No.3 and Annexure III under WBS(DCRB) Rules, 1971.
3. All pension sanctioning authorities under this Govt. will use this Form with immediate effect. Accordingly, all Departments/Directorates etc. are requested to circulate this Order among all subordinate offices under them.
4. Formal amendment to WBS(DCRB) Rules, 1971 will be made in due course.

Sd/-
(Jawhar Sircar)
Special Secretary to the
Government of West Bengal.

Single Comprehensive Form

PLEASE FILL IN ALL THE ITEMS. IN CASE A PARTICULAR ITEM IS NOT APPLICABLE, PLEASE STATE SO BUT DO NOT LEAVE THE ITEM BLANK

1. (a) Name of the Govt. employee :
(b) Wife/Husband's Name :
2. Father's Name :
3. (a) Address of the Govt. employee :
(Present and Permanent address)
(b) Address of the widow/widower :
(Present and Permanent address)
4. Religion and Nationality :
5. Present or last appointment :
(including name of establishment)
(i) Substantive (ii) Officiating,
if any.
6. (a) Status of the Govt. employee :
(Temporary/Permanent)
(b) Whether work-charged employee? :
(c) Whether a member of the C.P. Fund :
(If so, whether employer's share
has been refunded)
7. Class of Pension/gratuity :
applicable (Superannuation/Death/
Voluntary/Pro-rata/Invalid etc.)
8. Govt. under which service has been :
rendered (in order of employment
showing the periods served under
each Govt.)
9. (a) Date of Birth of the Govt. employee :
(b) Date of appointment :
(c) Date of Retirement/Death :
(d) Period of gross service :
(e) Period of war/military services, :
if any

(f) Amount and nature of pension/ :
gratuity received for Military service

(g) Descriptive rule —

i) Height :

ii) Identification mark :

iii) Thumb and finger impressions —

Thumb	Fore finger	Middle finger	Ring finger	Little finger

[Persons who are literate enough to sign their names in English, Hindi or the Official Regional Language, are exempted from recording their left thumb and finger impressions]

10. Non-qualifying service

(a) E.O.L. without medical certificate :

(b) Period of suspension not to be :
counted towards pension etc.

(c) Other non-qualifying service, if any :

11. (a) Net qualifying service :
(Gross service minus
non-qualifying service)

(b) Last pay drawn :

(c) Proposed pension :

(d) Proposed gratuity/death gratuity :

(e) Proposed family pension, if applicable :

12. Date from which pension is to commence :

13. (a) Place of payment of pension/gratuity :
(death/retiring/Family Pension
(i.e. Treasury/Head of Office)

(b) If payment is desired through :
a Public Sector Bank in Calcutta
Corporation area only—

i) Name of the Bank & Branch :

ii) S/B A/c. No. (in single name) :

- ** (c) Name of the Treasury of the :
Head of Office
14. (a) Whether nomination made for L.T.A. :
pension?
- (b) If so, state the name of the nominee :
(enclose the nomination paper)
15. (For death cases only)
- (a) Whether nomination made for :
death-gratuity
- (b) If so, state the name(s) of the nominee(s), :
his/her/their relationship with the Govt.
employee and share payable
- (c) If not, state below the details :
of surviving family members
[defined in Rule 7(1) (e) (1) of
the W.B.S. (DCRB) Rules, 1971]

Statement of family members —

Name	Date of Birth	Age	Marital Status	Relationship

16. (a) Whether commutation of pension :
wanted?
- (b) If so, amount/portion of pension :
to be commuted
- (c) Date on which application for :
commutation has been received by the
pension sanctioning authority (enclose
application for commutation in
prescribed form)

Compiler's Note : **Inserted by Memo No. 1222-F(Pen) dated 2.9.97

17. Outstanding dues of the Govt. employee —

- (a) House Building Advance :
- (b) Marriage Advance :
- (c) Cycle Advance :
- (d) Festival Advance :
- (e) Overdrawals of pay/allowances :
- (f) Any other outstanding dues :

Total ::

- 18. (a) Provisional pension paid/to be paid, if any (Please state the rate and the period for which sanctioned) :
- (b) Provisional gratuity/death gratuity paid/to be paid, if any :
- (c) Immediate relief paid, if any :
- 19. Any other remarks :

- 20. Head of Account to which pension/ gratuity are chargeable :
- 21. Date on which Govt. employee applied for pension :
- 22. (a) Whether the Govt. employee is re-employed after retirement :
- (b) If so, details of re-employment and fixation of re-employed pay may be stated :
- 23. Whether the widow/widower is employed (For death cases only) :

The undersigned having satisfied himself that the above particulars are true and that the service of the Govt. employee has been thoroughly satisfactory hereby orders the grant of the full pension/family pension, death-cum-retirement gratuity/service gratuity which may be accepted by the Accountant General as admissible under the rules.

or

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari has not been thoroughly satisfactory hereby orders that the full pension/family pension/death-cum-retirement gratuity/service gratuity, which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specified amount or percentage indicated below :—

Amount or percentage of reduction in pension/family pension

Amount or percentage of reduction in gratuity

The grant of pension/family pension, death-cum-retirement gratuity/service gratuity

This order is subject to the condition that if the amount of pension and/or gratuity as authorised be afterwards found to be in excess of amounts to which the pensioners is entitled under the rules, he/she shall remain liable to refund such excess.

Dated :

Signature and designation of the
pension sanctioning authority

Note : (1) Only the following documents are required to be submitted to the Office of the Principal Accountant General (A&E), West Bengal, alongwith this form duly filled in :

- (a) LPC/Statement of Outstanding dues;
- (b) Service Book;
- (c) Calculation Sheet for Qualifying Service, Pension, Gratuity and Family Pension;
- (d) Attested passport size Joint Photograph/photograph and specimen signature/left hand thumb and finger impressions of the Pensioner/Family Pensioner;
(4 copies each)
- (e) Death Certificate/Medical Certificate
(in case of death or invalidation);
- (f) Nomination under Arrears of Pension Nomination Rules, 1986
- (g) Application for Commutation in Prescribed Form.

* (2) Fixation of pay under the relevant ROPA rules should be checked by the Finance Department and a certificate to that effect should be given in the service book, failing which the pension case is likely to be returned.

(3) In case of payment is desired in outside West Bengal, this form may be submitted in duplicate.

Compiler's Name : *Note (2) deleted vide Memo. No. 492-F (Pen) dt. 21.3.