

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, SALT LAKE
KOLKATA – 700091

Memo No. ED-630/2018

Dated the Kolkata, 04.04.2018
05


Notification

To ensure timely disbursement of pension through electronic media i.e, e-Pension, G.O.No. 371-Edn (CS)/1U(IT)-10-15 dt.26.03.2018 has been issued by the Department of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal.

All Principals/ Vice-Principals/ Teachers in Charge of Grant -in- Aid Colleges are requested to start processing pension papers through e-Pension software by using the pass word activation link, already sent to the concerned College authorities.

All Principals/ Vice-Principals/ Teachers in Charge of Grant -in- Aid Colleges are further requested to:

- 1) Proceed by following Standard Operating Procedure (SOP) annexed with the G.O.No. 371-Edn(CS)/1U(IT)-10-15 dt.26.03.2018.
- 2) Please input the information related to college profile and forward the same to the Director of Public Instruction, W.B. for approval.
- 3) The college authority may also be requested to send the information prior to 08 months of date of retirement as mentioned in SOP of those incumbent /s who will retire on and after **31.12.2018** .

 04.04.18

Director of Public Instruction, W.B.