

Government of West Bengal  
Finance Department  
Pension Branch

No398-F(Pen)

Dated Kolkata the 13<sup>th</sup> September, 2012

**MEMORANDUM**

Subject : Modification of the Single Comprehensive Form in connection, with sanction of pension to the Government employees.

The question of modification of the existing Single Comprehensive Form introduced under Finance Department Memo No.359-F(Pen) dt.16.4.2009 has been under consideration of the Government for sometime past.

2. After careful consideration of the matter and with due consultation with the office of the Accountant General (A&E), West Bengal, the Governor has now been pleased to prescribe a modified Single Comprehensive Form which is enclosed. This Form will replace the existing Single Comprehensive Form introduced under Finance Department Memo No359-F(Pen) dt.16.04.2009.

3. All Pension Sanctioning Authorities under this Government will use this Form with immediate effect. Accordingly, all Departments/Directorates/Collectorates etc. are requested to circulate this Memo. among all subordinate offices under their control.

4. Formal amendments to the WBS (DCRB) Rules, 1971 will be made in due course.

Sd/- S. Pal


Joint Secretary to the Government of West Bengal.

No.398/1(500)-F(Pen)

Dated Kolkata the 13<sup>th</sup> September,2012

Copy forwarded for: favour of information to :

- 1) The Accountant General (A&E), West Bengal., Treasury Buildings, Kolkata -1
- ✓ 2) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata -1
- 3) The-----Deptt./Dte.
- 4) The District Magistrate/District Judge-----

  
Deputy Secretary to the Government of West Bengal

# SINGLE COMPREHENSIVE FORM

PLEASE FILL IN ALL THE ITEMS PROPERLY AND CAREFULLY. IN CASE A PARTICULAR ITEM IS NOT APPLICABLE, PLEASE STATE SO BUT DO NOT LEAVE THE ITEM BLANK. THIS FORM NOT COMPLETED IN ALL RESPECTS WILL NOT BE ACCEPTED AND A FRESH SINGLE COMPREHENSIVE FORM MAY BE CALLED FOR.

(As per memo No. 298 F (Pen) dt. 13/9/12 of Govt. of West Bengal, Finance Deptt.)

1.		Name of the Govt. employee (IN BLOCK LETTERS)	
2.	a	Name of the establishment last served/serving with full Address including Pin code and Telephone No. / FAX No.	
	c	Employer / PSA's code No. (as given by AG office)	
3.		Date of Birth of Govt. employee (dd/mm/yyyy format)	
4.		Class of Pension applicable (Superannuation/Family/Retiring/Invalid/Pro rata etc) in this case	
5.		Designation of the Govt. employee	
6.		Whether a member of General Provident Fund (GPF), If so, quote GPF Account No.	
7.		Address of the Govt. employee :	
	a.	Present (with Pin code)	
	b.	Permanent (with Pin code)	
	c	Mobile No. of Pensioner to which SMS alerts to be sent, if desired.	
	d	E-mail id of the Pensioner to receive alerts, if desired	
8.	a.	Name of the recipient of family pension (IN BLOCK LETTERS)	
	b.	Relationship with Govt. employee	
9.		Address of the family pensioner (in case of death while in service/after retirement)	
	a.	Present (with Pin code)	
	b.	Permanent (with Pin code)	
	c	Mobile No. of Family Pensioner to which SMS alerts	

		to be sent, if desired.	
	d	E-mail id of the Family Pensioner to receive alerts, if desired	
10.		Place of payment of Pension / Family Pension (State clearly the name of Treasury with Unit No. i.e. I or II if payment is desired in West Bengal.)	
11.		Name of the Treasury/PAO (with Unit No. i.e. I or II) with which Pension Sanctioning Authority attached	
12.		If payment of pension is desired through a Public Sector Bank in Calcutta Corporation area? If so,	
	a.	Name of the Bank & Branch (with B.S.R. Code No. of the Paying Branch as well as Link Branch)	
	b.	S/BA/c. No. (in single name/joint name with spouse) (Enclose Annexure A in duplicate)	
13.	a	Date of appointment	
	b	Date of commencement of Pensionable Service	
	c	Date of Retirement/Death (strike out whichever is not applicable)	
14.	a	Nationality and Religion	
	b	Gender (Male/Female)	
15.	a.	Status of the Govt. employee (Temporary/Permanent)	
	b.	Whether work-charged employee	
	c.	Whether appointment is made on ad-hoc basis and if so, whether subsequently regularised by Govt. (enclose copy of Govt. order)	
16.		Father's/Husband's Name of the Govt. employee	
17.	a	Whether already enrolled under West Bengal Health Scheme (please answer in either of YES or NO).	
	b	If answer to 17(a) above is 'Yes', then whether opted out from Health Scheme after retirement? (please answer in either of YES or NO). If answer to 17(a) above is 'No' then please leave out this column.	
18.		Whether a member of Contributory Provident Fund (CPF), If so, quote CPF Account No.	
19.		If a member of Contributory Provident Fund (CPF), whether the employer's share of CPF along with interest and additional interest accrued thereon has been credited to the Govt. Account (with full particulars mentioning the period for which refund made)	
20.		Pension Rules and relevant Govt. order applicable in this case	
21.		Govt. under which service has been rendered (in	

		order of employment showing the periods served under each govt.)				
22	a.	Period of gross service				
	b.	Period of war/military service if any				
	c.	Details of period(s) of Service on deputation terms to Govt. undertakings/Autonomous bodies/Local bodies etc., if any				
		Organisation	From (Date)	To (Date)	Remarks	Contribution Received (Yes/No.)
		d.	Amount and nature of pension/gratuity received for Military service			
	e.	Whether opted for Family Pension on account of Military Service				
	f.	Whether in receipt of any other Pension, if so its' particulars and source from which being drawn.				
23		Non-qualifying service :				
	a.	EOL without medical certificate				
	b.	Period of suspension not to be counted towards pension etc.				
	c.	Other non qualifying service, if any				
24		Net qualifying service (Gross service minus non-qualifying service)				
25		Weightage of Service admissible, if any (Employees retired on or after 25/02/2009, the benefit of weightage under Rule 27 of WBS(DCRB) Rules, 1971 is not applicable).				
26.	a.	Total service qualifying for pensionary benefits.				
	b.	Last pay drawn in Pay Band+Grade pay + NPA, if any.				
	c.	Scale of pay/Pay Band & Grade Pay				
	d.	Proposed Superannuation Pension/Retiring Pension/Invalid Pension				
	e.	Proposed Retiring Gratuity/Death Gratuity				
	f.	Proposed family pension, if applicable				
27.		Date on which the Govt. employee/family pensioner applied for pension				
28.		Date from which pension/family pension is to commence				

29.	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				
	d.	Proposed amount of Reduced Pension ( in case of commutation applied and sanctioned)				
	e.	Proposed amount of CVP (enclose application for commutation in prescribed form duly accepted by PSA)				
30.	Descriptive Roll of the pensioner/family pensioner(Enclose descriptive roll in 3 separate sheets with the following information) :					
	(i)	Height				
	(ii)	Identification marks				
	(iii)	Left Thumb and finger impression				
		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)						
31.	<b>Statement of family members</b> (including unmarried/widowed/divorced daughter(s) beyond 25 years & physically crippled and mentally retarded son(s)/daughter(s) beyond 25 years)					
	Sl. No.	Name(s)	Date of birth	Age	Relationship	Marital Status
32.	a)	Whether nomination made for LTA pension/LTA Family Pension				
	b)	If so, state the name of the nominee (enclose the nomination paper in duplicate)				

c)	If not, state the name(s) of the legal heir(s), his/her/their age, share payable and relationship with the deceased pensioner/family pensioner where LTA of pensionary benefits are payable.	
----	--	--

33. **(For Death cases only)**

a)	Whether nomination made for death-gratuity (Yes/No)	
b)	If so, state the name (s) of the nominee (s) his/her/their relationship with the Govt. employee and share payable	
Enclose two sets (one in Service Book and other with pension papers) nomination for death gratuity duly counter signed by the Head of the Office in prescribed form in terms of Govt. of West Bengal Notification no. 963-F(Pen) dt. 7-11-05		
c)	State below the details of surviving family members (including unmarried/widowed/divorced daughter(s) beyond 25 years & physically crippled and mentally retarded son(s)/daughter(s) beyond 25 years) [defined in Rule 7 (1) (e) (1) of the W.B.S.(DCRB) Rules, 1971]	

**Statement of family members**

Sl. No.	Name(s)	Date of birth	Age	Relations hip	Marital Status	Date of marriage in case of married daughters included, if any,

N.B.  
Daughters married before death of Govt. employee do not fall in the definition of Family for the purpose of Death Gratuity.

34. Outstanding dues of the Govt. employee (please always quote head of account to which the recovery to be credited).

		Amount (₹)	Head of Account
a)	House Building Advance		
b)	Marriage & Illness Advance		
c)	Cycle /Scooter/Car Advance/Computer Advance		
d)	Festival Advance		
e)	Overdrawal of pay/allowances, if any, with the Head of Account under which it is to be credited		
f)	Any other outstanding dues with Head of Account under which it is to be credited		

35.	a)	Provisional Pension/Family Pension paid, if any (Please state the rate and the period for which sanctioned)	
	b)	Provisional gratuity/death gratuity paid, if any	

	c)	Immediate relief paid, if any	
35.		Head of Account to which pension/gratuity is chargeable	
37.	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 with necessary order of competent authority.	
38.	a.	Whether the family pensioner is employed (widow/widower).	
	b.	Whether the Family Pensioner is in receipt of any other Pension/Family Pension. If so, details thereof.	
39.		Please state the name of legal guardian/natural guardian who will draw the share of pension/family pension /gratuity/death gratuity in favour of minors.	
40.		State with details whether any vigilance case/court case/departmental or criminal proceedings is pending against the Govt. employee. If so, give details with supporting documents.	
41.		Any other Remarks	

42. (A) 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**

(B) The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari-----  
-----has not been thoroughly satisfactory here by 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 indicted below:-  
Amount or percentage of reduction pension/family pension-----Amount or percentage of reduction in gratuity-----, The grant of pension/family pension, death-cum-retirement gratuity/service gratuity-----

[Inapplicable portion should be scored out]

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 pensioner is entitled under the rules, he/she shall remain liable to refund such excess.

Dated :

**Signature**

**FullName**

**Designation of the**

**Pension Sanctioning Authority**

<b>Note:-</b>	
(1)	The following documents are required to be submitted to the Office of the Accountant General (A&E), West Bengal, alongwith this form duly filled:-
a.	Service Book of the Govt. employee alongwith pay fixation statement under the relevant ROPA rules duly checked and verified by the Head of the Office.
b.	LPC/Statement of Outstanding dues/Annexure to 1315-F dt. 14-10-96 duly filled.
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/Legal guardian/Legal heirs (4 copies each).
e.	Death Certificate/Medical Certificate (in case of death/invalidation)
f.	Death certificate of the husband / Divorce certificate (in case of the family Pension to widowed/divorced daughter)
g.	Marriage Certificate (in case of family pension to Post-retiral Spouse / second marriage after the death of the first wife/husband)
h.	Guardianship certificate (in case of Payment of Family Pension / Share of death gratuity to minor through legal guardian)
i.	Nomination under Arrears of Pension Nomination Rules, 1986 in duplicate in terms of GO No. 10885-F dt. 24-10-86 read with 1633-F dt. 17-02-1989 and GO No. 9203-F dt. 11-08-89.
j.	One set of nomination for Death Gratuity duly counter signed by the Head of the Office in the prescribed form in terms of Govt. of West Bengal Notification no. 963-F (Pen) dt. 7-11-05 (only in Death cases).
k.	Application for commutation of pension in Prescribed Form duly signed by the PSA.
l.	Certificate to the effect that no case or appeal is pending in any court of Law against the drawal of pay in terms of GO No. 547-F (Pen) dt. 12-04-1993.
m.	Application for family pension in Annexure II (in death cases / in case death after retirement)
n.	Application for pension in Form 5 (if payment is desired outside West Bengal)
o.	Copies of clearance certificates/correspondences if any, issued by AG(A&E), West Bengal for item nos. 34 (a), 34 (b) & 34 (c) of Single Comprehensive Form.
p.	Age proof certificate for payment of Family Pension in favour of minor.
q.	Family details of the Govt. employee including disabled child to be submitted by the pensioner/family pensioner under attestation of Pension Sanctioning Authority.
r.	Requisite certificate /document if family pension is allowed to physically crippled/mentally disabled son or daughter and dependent parents.
s.	Copy of relevant office order of the competent authority regarding higher appointment along with mode of pay fixation/promotion /CS benefit /grade appointment etc.
t.	Income certificate in case of Family pension to widowed/divorced/un-married daughter beyond 25 years as well as Family pension to dependent parents.
u.	Copy of enrolment certificate in case of enrolment under West Bengal Health Scheme 2008.
(2)	<b>In case of payment is desired in outside West Bengal, this form may be submitted in duplicate.</b>