

**Government of West Bengal**  
**Department of Higher Education**  
**C.S. Branch**  
**Bikash Bhavan, Salt Lake, Kolkata – 700091**

No.213 –Edn(C.S.)/IP-20/1998(Pt.-II)

Dated : 14/02/2020

**MEMORANDUM**

**Subject: Revision of Pension/Family Pension, Gratuity and Commutation of Pension in respect of Post 01.01.2016 non-teaching employees of Non-Government Colleges, Day Students Homes and employees of West Bengal College Service Commission.**

The undersigned is directed to state that the question of modification of rules granting pensionary benefits to the of post 01.01.2016 non-teaching employees of Non-Government Colleges, Day Students Homes and employees of West Bengal College Service Commission in the State consequent upon the revision of pay structure under the West Bengal Service (Revision of Pay and Allowance) Rules, 2019 has been under consideration of the Government.

After careful consideration of the matter, the Governor has been pleased to decide that the pensionary benefits in respect of non-teaching employees of Non-Government Colleges, Day Students Homes and employees of West Bengal College Service Commission in the State who retire after coming into force of the West Bengal Services (Revision of Pay and Allowances) Rules, 2019 and whose pay has been fixed vide this Department's Memorandum No.28-Edn(CS)/5P-42/1998(Pt.-I) dated 09.01.2020 actually or in whose favour such revised pay has been allowed notionally shall be determined as follows:-

**A. Pension**

- (i) An employee retiring in accordance with the provisions of the respective rules, and before completion of minimum qualifying service of ten years shall not be entitled to pension, but he shall continue to be entitled to gratuity.
- (ii) If an employee who has rendered a minimum qualifying service of 20 (twenty) years, pension shall be paid at 50% of last basic pay drawn. For employees who at the time of retirement have rendered qualifying service for 10 (ten) years or more but less than 20 (twenty) years, proportionate reduction shall be made while calculating the amount of pension.
- (iii) The existing maximum amount of monthly pension of Rs. 20,750/- (Rupees twenty thousand seven hundred and fifty) only per month as laid down in Memo No. 442-Edn(CS) dated 23.07.2009, shall be raised to Rs. 41,450/- (Rupees forty one thousand four hundred and fifty) only per month.
- (iv) The existing minimum amount of monthly pension/family pension of Rs. 3300/- (Rupees three thousand three hundred) only as laid down in Memo No. 442-Edn(CS) dated 23.07.09, shall be raised to Rs. 8500/- (Rupees eight thousand five hundred) only per month.



(v) **Additional Pension**

The quantum of pension available to the old pensioners shall be increased with effect from 01.01.2016 to 31.12.2019 notionally with actual effect from 01.01.2020 as indicated in the following table :

<b>Age of Pensioners</b>	<b>Additional Quantum of Pension</b>
From 80 years to less than 85 years	20% of the basic pension.
From 85 years to less than 90 years	30% of the basic pension
From 90 years to less than 95 years	40% of the basic pension
From 95 years to less than 100 years	50% of the basic pension
100 years or more	100% of the basic pension

The Pension Sanctioning Authority shall ensure that the date of birth and the age of pensioner is invariably indicated in the Single Comprehensive Form to facilitate the Accountant General (A&E), West Bengal to record the same in the Pension Payment Order (P.P.O.) to be issued in favour of the pensioners for payment of additional pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension will be shown distinctly in the P.P.O.

The additional quantum of Pension/Family Pension, on attaining the age of 80 years and above, would be admissible from the 1<sup>st</sup> day of the month in which his date of birth falls.

(vi) The provisions for adding years of qualifying service for the purpose of computation of pension which has already been withdrawn vide Memo. No. 442-Edn(C.S.) dated 23.07.2009, shall continue.

**B. Family Pension**

(i) Family pension shall be calculated @ 30% of the basic pay drawn last actually or notionally under West Bengal Services (Revision of Pay and Allowances) Rules, 2019. The maximum ceiling of family pension of Rs. 12,450/- (Rupees twelve thousand four hundred fifty) only per month as laid down in Memo No. 442-Edn(C.S.) dated 23.07.2009 shall be raised to Rs.24,870/- (Rupees twenty four thousand eight hundred seventy) only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

(ii) **Additional Family Pension**

In addition to the Family Pension calculated in para (i) above, the quantum of family Pension available to the old Family Pensioners shall be increased with effect from 01.01.2016 to 31.12.2019 notionally with actual effect from 01.01.2020 as indicated in the following table :

<b>Age of Pensioners</b>	<b>Additional Quantum of Family Pension</b>
From 80 years to less than 85 years	20% of the basic family pension.
From 85 years to less than 90 years	30% of the basic family pension.
From 90 years to less than 95 years	40% of the basic family pension.
From 95 years to less than 100 years	50% of the basic family pension.
100 years or more	100% of the basic family pension.



### **C. Gratuity**

The maximum amount of Death/ Retiring Gratuity of Rs. 6.0 lakh (Rupees six lakh) only as laid down in Memo.No.442-Edn(CS) dated 23.07.2009, shall be raised to 12.0 lakh (Rupees twelve lakh) only.

The rates for payment of Death Gratuity shall be revised as under:

<b>Length of Qualifying Service</b>	<b>Rate of Death Gratuity</b>
Less than 1(one) year	2 times of last drawn monthly emoluments
1(one) year or more but less than 5(five) years	6 times of last drawn monthly emoluments
5 (five) years or more but less than 11 (eleven) years	12 times of last drawn monthly emoluments
11 (eleven) years or more but less than 20 (twenty) years	20 times of last drawn monthly emoluments
20 (twenty) years or more	Half of the last drawn monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of last drawn monthly emoluments

### **D. Regulations of the cases of pensioners/family pensioners during the period from 01.01.2016 to 31.12.2019**

- i. The Pensioning Sanctioning Authority (PSA) will sanction Revised Pension/Family pension, balance Amount of Revised Death/Retiring Gratuity and Commuted Value of Pension in Annexure-II (Format for sanction of Revised Pension, Revised Gratuity and Commuted Value of Pension)/Annexure-III (Format for sanction of Revised Family Pension and Revised Death Gratuity) in the Revised Formats annexed herein and send the same to A.G (A&E), West Bengal for issuance of Revised PPO with copy to the Pension Disbursing Treasury/Public Sector Banks in Kolkata.
- ii. Pension Disbursing Treasury in districts/Public Sector Banks in Kolkata shall on receipt of sanction in Revised Annexure-II/III (as the case may be) start disbursement of Revised Pension/Family Pension provisionally w.e.f. 01.01.2020.
- iii. On the basis of revised Annexure-II/III from PSA, A.G (A&E), West Bengal being the 'Audit Officer' shall issue 'Revised Pension Payment Order (PPO)' for Payment of balance amount of Revised Retiring Gratuity/Death gratuity, Commuted Value of Pension and Revised Pension/ Family pension w.e.f. 01.01.2020.
- iv. On the basis of Revised PPO issued by A.G (A&E), West Bengal, Pension Disbursing Treasury/Public Sector Banks in Kolkata shall draw and disburse the balance amount of Revised Retiring/Death Gratuity and Additional Commuted Value of Pension.



- v. Revise Amount of Pension/Family pension already paid provisionally by the Pension Disbursing Authority w.e.f. 01.01.2020 as per Annexure-II/III shall have to be adjusted with the final Revised Basic Pension/Family Pension as per Revised PPO issued by A.G(A&E), West Bengal. Overpayment, if any, already made shall have to be adjusted accordingly.
- vi. Pension Disbursing Authority shall after making payment of Additional Commuted Value of Pension on the basis of Revised PPO issued from A.G (A&E), West Bengal shall deducting the 'Amount commuted additionally' w.e.f. the 1<sup>st</sup> date of the month in which such Additional Commuted Value of Pension will be paid to the Pensioner. Such amount of additional commutation shall be restored after 15 years from the 1<sup>st</sup> date of the month of disbursement.
- vii. The effective date for calculating the commuted value of additional commutation shall be considered the date on which Pensioner had already opted for commutation during retirement i.e. the age reckoned for calculation of Commuted Value of Pension at the time of original application.
- viii. Pensioners who want to commute for the first time after coming in to Revised Pay Structure as per this Department's Memorandum No.28-Edn(CS)/5P-42/1998(Pt.-I) dated 09.01.2020 w.e.f. 01.01.2020 shall also be eligible to commute a part of the Revised Basic Pension subject to maximum 40 percent. In their case Commutation value expressed as number of years purchased for the age as on next birthday on or after 01.01.2020 shall be taken in to account. Such commuted amount shall be restored after 15 years from the date of retirement.
- ix. In cases where Pensioner/Family Pensioner is residing in other States, A.G (A&E), west Bengal shall on receipt of sanction in Annexure-II/III (as the case may be) issue authority to the Other States for revision of Pension/Family pension, Payment of balance amount of Revised Retiring/Death Gratuity, Commuted Value of Pension under special seal and signature of authorized officer.
- x. Pension Sanctioning Authority shall obtain the Date of birth of the Family pensioner in Annexure-I at the time of receipt of application for revision of family pension and shall invariably include the same in the format of 'Sanction of Family pension' in Annexure-III. The documents already authorised vide Memo. No.635-F(Pen) dated 14.07.2010 as proof of birth may be taken in to consideration. However, the Pension Disbursing Authorities shall also be eligible to extend the benefits of Additional Quantum of family Pension following the directions contained in Memo. No. 1025-F(Pen) dated 24.10.2010 in cases where the date of birth of the family pensioner will not be available in the original PPO as well as Revised PPO without referring the same to the Pension Sanctioning Authority further.
- xi. A.G (A&E), West Bengal shall ensure that Revised PPOs are issued preferably within 30 (Thirty) working days from the date of receipt of sanction in Annexure-II/III from the



Pension Sanctioning Authority. Similarly Pension Disbursing Treasuries/Public Sector Banks in Kolkata shall ensure the payment of balance amount of Revised Gratuity and Additional

Commutated Value of Pension within 15 (Fifteen) working days from the date of receipt of Revised PPO from A.G(A&E), West Bengal and start deducting the 'Additional Amount of Commutation' as stated in Sl. No. (vi) above.

- xii. The bills of Retiring/Death Gratuity and Commuted Value of Pension of those employees who will retire/have died on or after 01.01.2020 after coming into the Revised Pay Structure w.e.f. 01.01.2020, shall however be drawn by the DDO of Pension Sanctioning Authority as usual on the basis of Gratuity Payment Authority and Commuted Value of Pension Payment Authority to be issued by A.G (A&E), West Bengal.

**E. Commutation of Pension**

(i) An employee shall continue to be entitled to commute for a lump sum payment upto 40% of his pension.

(ii) The table showing commutation value for pension is given in Annexure IV.

(iii) The table as given in Annexure-IV will be used for all commutations of pension which become absolute as per this order.

(iv) In the case of those pensioners who retired after 01.01.2016 but prior to 01.01.2020 shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension on implementation of the recommendations of the Sixth Pay Commission.

2. The relevant rules in the respective Death-cum-Retirement Benefit Rules and Commutation of Pension Rules shall be deemed to have been amended to the extent indicated in this order.

3. This order is issued with the concurrence of Finance Department (Pension Branch) vide their U.O. No.14-F(Pen) dt.12.02.2020 read with U.O. No. Gr.-P1/2019-2020/0398 dated 12.02.2020.

4. The Accountant General (A&E) and concerned others are being informed.

By order of the Governor,

**Sd/- Manish Jain**

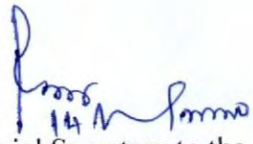
Principal Secretary to the Government of West Bengal

No. 213 /1(10)-Edn(C.S.)/1P-20/1998(Pt.-II)

Dated : 14/02/2020

Copy forwarded for information and necessary action to the:-

1. Accountant General (A&E), West Bengal.
2. Finance Department of this Govt.
3. Kolkata Pay & Accounts Office-I, 81/2/2 Phears Lane, Kolkat-12.
4. Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata-73.
5. Director of Treasuries, 4 B.B.D. Bag(East), Stephen House, Kolkata-1.
6. Director of Public Instruction, West Bengal.
7. Joint Director of Public Instruction, West Bengal (A/Cs & Pen), West Bengal.
8. Computer Cell of this Deptt.
9. P.S. to M-I-C, Higher Education Deptt.
10. Guard File.

  
Special Secretary to the  
Govt. of West Bengal



To  
The \_\_\_\_\_  
Address of Pension Sanctioning Authority:  
\_\_\_\_\_

Sub: Application for Reservation of Pension, Family Pension, Gratuity and Commuted Value of Pension

1	(a)	Name of the Pensioner/ Family Pensioner (in Block Letters)	
	(b)	Name of deceased Employee (in case of family pension)	
	(c)	Relationship ( in case of family pension)	
2		Residential Address with PIN Code ( in Block Letters)	
	(a)	Pension Disbursing Authority (Treasury /Bank)	
	(b)	Name of the Treasury (if pension is drawn through Treasury at present)	
3	(c)	Name of the Bank with address (where Pension /Family Pension is drawn through Public Sector Bank in Kolkata Municipal Corporation Area )	
		Branch Code No	
		Bank Account No	
		IFSC Code	
4		Pension Payment Order (PPO) No	
5		Date of birth of the Pensioner /Family Pensioner	DD/MM/YYYY
6		Date of Option to come under Revised Pay Structure as per ROPA, 2019	DD/MM/YYYY
7	(a)	Date of Retirement of the Pensioner	
	(b)	Date of death of employee in case of Family Pension	
8	(a)	Band Pay Scale and Grade Pay of the post held at the time of retirement /death	
	(b)	Last Basic Pay (Band Pay + Grade Pay) at the time of retirement /death	
	(c)	HRMS ID (if available) of the employee	
9	(a)	Amount of Pension sanctioned as per ROPA, 2009	
	(b)	Amount of portion of pension already commuted	
	(c)	Amount of Retiring /Death Gratuity sanctioned	
10	(a)	Name of the office with address and Department from which retired	
	(b)	Designation of the post at the time of retirement	
11	(a)	Additional Commutation of Pension is required	YES/ NO
	(b)	If YES, Please mention the revised commuted amount or Percentage (maximum 40%)	
12		Mobile No	

The copy of the original Pension Payment Order (self-attested) alongwith a copy of cancelled cheque is enclosed.

Date:

Signature of the retired Government employee/ Family Pensioner



Date:

Memo No.

To  
The Principal Accountant General (A&E)  
West Bengal, Kolkata-700001

Sub: Sanction of Revised Pension, Gratuity and Commuted Value of Pension as per ROPA-2019 in terms of  
213-Edn(CS) dt. 14.02.2020

1	Pension Payment Order (PPO) No		
2	Name of the Pensioner		
3	Date of Retirement		DD/MM/YYYY
4	Designation of the employee at the time of retirement		
5	(a)	Last Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of retirement	
	(b)	Scale of Pay as per ROPA, 2019	
	(c)	Non-Practising Allowance (NPA) as on 01.01.2016	
	(d)	Dearness Allowance @ 75% on NPA as on 01.01.2016	
6	HRMS ID (If available)		
7	Mobile No. of the Pensioner		
8	Date of option to come under revised pay structure		DD/MM/YYYY
9	(a)	Amount arrived at by multiplying the last Basic Pay drawn per ROPA, 2009 on the date of option by 2.57 and <b>rounded off to nearest rupee [5(a) x2.57]</b>	
	(b)	Revised Last Basic Pay fixed as per WBS (ROPA) Rules, 2019 [ $\{9(a) + 5(d)\}$ after placing it into the applicable level of Pay Matrix]	
	(c)	Pay Range in pay matrix as per WBS(ROPA) Rules, 2019	
10	(a)	Revised Basic Pension w.e.f. 01.01.2020	
	(b)	Revised Family Pension at Enhanced Rate (EEP)	
	(c)	Family Pension at Enhanced (EEP) payable upto	DD/MM/YYYY
	(d)	Revised Family Pension at Normal Rate (NFP)	
11	(a)	Revised Gratuity Admissible	
	(b)	Gratuity already paid	
	(c)	Balance of Gratuity Sanctioned [11(a)-11(b)]	
12	(a)	Total Amount of Commutation (Maximum 40% of Revised Basic Pension)	
	(b)	Pension already commuted	
	(c)	Amount of pension further commuted [12(a)-12(b)]	
	(d)	Amount of balance Commutation Value of Pension sanctioned	
13	Revised Reduced Pension after commutation w.e.f. 01.01.2020 [10(a)-12(b)-12(c)]		
14	Qualifying Service of the deceased employee		

Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_

Memo No.

Date:

Copy forwarded for information to:-

- Treasury Officer, \_\_\_\_\_ Treasury/ Bank Manager, \_\_\_\_\_ with request to start the disbursement of Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from AG (A & E) West Bengal.
- Name of the Pensioner, \_\_\_\_\_

Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_



Memo No.

Date:

To  
The Principal Accountant General (A&E)  
West Bengal, Kolkata-700001

Sub: Sanction of Revised Family Pension, Death Gratuity as per ROPA-2019 in terms of 213-Edn(CS) dt.  
14.02.2020

1	Family Pension Payment Order (PPO) No		
2	Name of the deceased Employee		
3	Designation of the deceased employee at the time of death		
4	Date of death of Employee		DD/MM/YYYY
5	Name of the Family Pensioner		
6	Date of Birth of Family Pensioner		DD/MM/YYYY
7	Relationship with the deceased employee		
8	Mobile No. of the Family Pensioner (optional)		
9	(a)	Basic Pay (Band Pay + Grade Pay ) as per ROPA, 2009 on the date of death of employee	
	(b)	Scale of Pay as per ROPA, 2019	
	(c)	Non-Practicising Allowance (NPA) as on 01.01.2016	
	(d)	Dearness Allowance @ 75% on NPA as on 01.01.2016	
10	HRMS ID of the deceased employee (if available)		
11	(a)	Pay fixed under Note-1 below Rule-6 OF WBS (ROPA) Rules, 2019 on the date immediately before the date, the employee expired	
	(b)	Pay Range in Pay matrix as per WBS (ROPA) Rules, 2019	
12	(a)	Revised Family Pension at Enhanced Rate (EFP)	
	(b)	Family Pension at Enhanced Rate (EFP) payable upto	DD/MM/YYYY
	(c)	Revised Family Pension at Normal Rate (NFP)	
13	(a)	Revised Death Gratuity Admissible	
	(b)	Death Gratuity already paid	
	(c)	Balance of Death Gratuity Sanctioned [13(a)-12(b)]	
14	Qualifying Service of the deceased employee		

Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_

Memo No.

Date:

Copy forwarded for information to:-

1. Treasury Officer, \_\_\_\_\_ Treasury/ Bank Manager, \_\_\_\_\_ with request to start the disbursement of Family Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of revised PPO from AG (A & E) West Bengal.
2. Name of the Family Pensioner, \_\_\_\_\_

Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_



## ANNEXURE - IV

**REVISED COMMUTATION VALUE FOR A PENSION OF Re. 1 PER ANNUM**In terms of Memo No. 213 –Edn(C.S.)/IP-20/1998(Pt.-II) Dated : 14/02/2020

Age on next birthday	Commutati on value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		