

GOVERNMENT OF WEST BENGAL
Finance Department (Pension Branch)
Writers' Buildings, Block-IV, 2nd Floor
Kolkata – 700 001

No. 400 -F (Pen)

Dated, 18th November, 2020

C I R C U L A R

Subject : Acceptance of duly filled and Certified Life Certificates to be submitted by the Pensioners / Family Pensioners to the Bank Branch through messengers

As per existing rules the Pensioners / Family Pensioners are required to submit Life Certificates duly verified by authorised persons in the months of November every year to the pension disbursing Bank / Treasuries. Life Certificates can also be submitted digitally using the Aadhar based Jeevan Praman application.

In the current pandemic situation it is expected that many Pensioners / Family Pensioners would refrain themselves from visiting the Bank branches / Treasuries for verification of Life Certificates by the Bank / Treasury Officials and at the same time it may not be possible for them to submit their Life Certificates digitally using the Jeevan Praman application. It may be expected that a large number of Pensioners may submit Life Certificates duly verified by authorised persons, physically to the pension disbursing Bank branches / Treasuries, through messengers / post.

Consequent upon the above noted situation, all the Pension Disbursing Authorities are requested to accept the duly verified Life Certificates submitted through messenger / post and should not insist upon the physical appearance of the Pensioners / Family Pensioners in the Bank branches / Treasuries. Arrangement of Drop Boxes or Special Counters for the submission of the duly verified Life Certificates by the messengers need to be made in all the pension disbursing Bank branches / Treasuries.

List of officers / persons authorised to verify the Life Certificates :-


1. Group - 'A' officers of Central / State Government;
2. Officers of Reserve Bank of India / Public Sector Bank;
3. Registrar or Sub-Registrar appointed under Indian Registration Act, 1908;
4. Police Officer not below the rank of Sub-Inspector, in charge of a Police Station;
5. Post Master / Departmenta Sub-Post Master / Inspector of Post Office;
6. Head of Gram Panchayet / Panchayet Samily / Zilla Prasad;
7. Head of any Non-Government School / College;
8. Any Registered Medical Practitioner;
9. M.P. / M.L.A. / Councillor / Chairman of any Municipal Corporation and
10. Managing Director / Director / Ex Director of any State or Central PSUs.

Sd/- S. Acharyya
Deputy Secretary
to the Govt. of West Bengal

No. 400 / 1 (6) F (Pen)

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata 700 001 with the request to take up the matter with the Bank Authorities
- 2) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Jawahar Buildings P-I, Hyde Lane, Kolkata - 700 073
- 4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, 'Subhanna', 5th & 6th Floor, Plot No. - 9, Block-DF, Salt Lake, Kolkata - 700 064.
- 5) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata 700 001
- 6) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. — He is requested to upload copy of this order in the Website of Finance Department.


18/11/2020
Deputy Secretary
to the Govt, of West Bengal

Dated, Kolkata
the 18th November, 2020