

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH,  
WRITERS' BUILDINGS  
BLOCK NO.- IV, 2<sup>ND</sup> FLOOR,  
KOLKATA – 700 001**

No.100- F(Pen)

Dated, Kolkata, the 28<sup>th</sup> February, 2022

**M e m o r a n d u m**

**Subject : Uploading of list of documents along with proforma necessary for the approval of family pension under WBS (DCRB) Rules, 1971**


It has been observed that various pension cases received by this department from the end of other Departments/Sub-Ordinate Offices/ District Offices/ PSAs without proper documents / information which is causing inordinate delay for smooth processing of those pension cases. The state government is very much keen to early settlement of family pension cases. The matter is under consideration of the government from some time past.

To avoid redundant delay and smooth disposal of such family pension cases, a list of documents along with proforma required for the approval of family pension under WBS (DCRB) Rules 1971 is enclosed herewith for the interest of public service. It is stated that proper proforma must be followed to avoid unnecessary delay of the pension cases.

Sd/- S. K. Ghosh  
O.S.D & E.O Joint Secretary  
to the Govt of West Bengal

*Copy forwarded for information and necessary action to :-*

1. Sri Sumit Mitra, Network Administrator, Finance Department for uploading this Order in the website of Finance Department.
2. Guard File.

  
Assistant Secretary  
to the Govt of West Bengal

**List of Necessary Documents for the approval of family pension in terms of Memo. No. 100-F(Pen) dated 28.02.2022**

The following documents are required for sanction of Family Pension as per Finance Department Memo. No.- 732-F(Pen) dt. 12.11.2008 & Memo. No.830-F(Pen) dt. 20.09.2010.

- 1) An **original** application of the claimant for family pension should be made on plain paper to apply to the Head of Office where her deceased father / mother served at the time of retirement and duly authenticated by the Pension Sanctioning Authority. (Detailed postal address with mobile no is to be mentioned for communication, if necessary)
- 2) **Original** Annexure 'A' duly filled in (4 Copies), (*in Kolkata Municipal area*).
- 3) Four copies **original** Annexure-II duly filled in and countersigned by the P.S.A. (**containing signature of two persons as witness and two attestations by competent authority**). (Format enclosed)
- 4) Four copies **original** Annexure-III duly filled in. (**Format enclosed**)
- 5) Four copies Passport size photographs duly attested, in four separate Sheets. (**The attestation of the Photographs of the Claimant is required to be in such a manner that the signature of attesting officer with the sign should be affixed with the photographs.**)
- 6) Four slips each bearing Three (3) Specimen Signature of the Claimant duly attested, in four separates Sheet.
- 7) Original Current( **not older than six months**) income certificate in favour of the Claimant with marital status from a Gazetted Officer Central or State Govt, belonging to Gr. 'A' service (**other than concerned P.S.A. / Head of Office / any other officer of the respective Department / Directorate / Office from where the concerned employee retired / deceased**) in his own capacity / responsibility to the effect and the name of the Ex- Govt. Employee along the relation between the Ex- Govt. Employee and the Claimant must be mentioned in the certificate.(Not to be used as per enquiry report of document / report / certificate etc. Full name, seal and official address with pin code of the officer who issued the income must be legible). (**Format enclosed**)
- 8) A certificate by the P.S.A. / Head of Office to the effect that "**there is no other recipient of family pension of the deceased Govt., employee i.e. minor son / daughters, physically handicapped sons / daughters of the family**" to claim family pension.
- 9) List of family members of the deceased Govt., employee indicating their Date of Birth, sex, occupation, marital status duly authenticated by the authority other than P.S.A. (**Format enclosed**)
- 10) **Original** Service Book of the concerned Govt. Employee. If Service Book is not available a certificate by P.S.A. / Head of Office to the effect that "**Service Book of the concerned Govt. Employee cannot be traced out in spite of thorough search and it is certified that the case will not be submitted again in future.**"
- 11) Attested copy of P.P.O. of deceased Govt. Employee. (If P.P.O is already issued in favour of Govt Employee)
- 12) Attested copy of death certificate of the deceased Govt. employee duly certified by the Registrar, Birth and Death.

- 13) Attested copy of death certificate of spouse of deceased Govt. employee duly certified by the Registrar, Birth and Death.
- 14) Attested copy of age proof certificate of the Claimant.(School Leaving/ Admit card of any recognised board or council/ Birth Certificate/ AADHAR/Passport/ PAN etc. )
- 15) Attested copy of Address proof document of the Claimant, i.e. Voter Identity card, Ration card, AADHAR etc.
- 16) Attested copy of death certificate of deceased husband of the Claimant duly certified by the Registrar, Birth and Death **(in case of Widow Daughter)**.
- 18) Attested copy of Divorce Certificate issued by the Court of Law. **(in case of Divorced Daughter)**.
- 19) Name of the deceased husband of the Claimant duly certified by the P.S.A. **(in case of Widow Daughter)**
- 20) An original affidavit made by the Claimant, before Ld. 1<sup>st</sup> Class Judicial Magistrate reg. Declaration family pension. (Copy enclosed) **(Affidavit from Notary Public would not be accepted.)** (Format enclosed)

**ANNEXURE - ' A '**

( Vide Rule 42, Part – A )

( Application for drawal of pension through public Sector Bank (to be submitted in duplicate )

To  
The Accountant General, West Bengal,  
Treasury Buildings,  
Kolkata – 700 001

Sir,

I opt to draw my pension through public Sector Banks and give below necessary particulars to enable you to make arrangement in this regard:-

1. Particulars of Pensioners :-
  - ( a ) Name :
  - ( b ) P.P.O. No. :
  - ( c ) Present Address :
  
2. Particulars of authorized Public Sector Bank :-
  - ( a ) Name :
  - ( b ) Branch where payment desired :
  
3. \*Pensioner's S.B. Account No. at the :  
branch to which pension is to be credited

Yours faithfully,

Place : .....

Date : .....

.....  
(Pensioner)

Pensioner's specimen signature :-

1. ....

2. ....

3. ....

*\*(Not 'Joint' or 'Either or Survivor' account)*

**ANNEXURE – II**  
**FORM OF APPLICATION ( FAMILY PENSION SCHEME, 1965 )**

Application for a family pension for the family of Late Shri /Smt./Miss .....

.....  
in the Office / Department of.....

1. **Name of the applicant** :
2. **Relationship to the deceased** :  
**Government Employee / Pensioner** :
3. **Date of death of the Government** :  
**servant / pensioner**
4. **Date of retirement, if the deceased** :  
**was a pensioner**
5. **Name and age of surviving kindred of the Deceased** :-

<i>Relationship with the Deceased employee</i>	<i>Name</i>	<i>Date of birth ( by Christian era)</i>

6. **Name of Treasury / Sub-Treasury** :  
**at which payment is desired**

7. **Signature or left hand thumb**  
**impression ( in the case of those who are** :  
**not literate enough to sign their name).**

8. **Descriptive Roll of** .....  
**widow / unmarried/ divorced daughter of**  
.....

- i ) **Date of Birth** . :
- ii ) **Height** :
- iii ) **Personal marks, if any, on** :  
**hand or face**

iv ) Left hand thumb and fingers impressions :

( Thumb )	(Fore-Finger)	(Middle- Finger)
(Ring-Finger)		(Little-Finger)

Attested :-

( 1 )

Witness ( 1 ) :-

Signature :

Name :

Address :

( 2 )

Witness ( 2 ) :-

Signature :

Name :

Address :

.....  
*Counter signed & seal of the Pension  
Sanctioning Authority*

**Note** : *The descriptive Roll (column 8) and signature or left hand and finger impressions accompanying application for family pension should be in duplicate ( in two separate sheets and attested by two Group A/Gazetted officers)*

**ANNEXURE – III**  
**Form for sanctioning Family Pension**

1. Name of the Government servant :
2. Father's name (and also husband's name in the case of a women Government servant) :
- 3 Religion and Nationality :
4. Last appointment held including name of establishment :
5. Date of beginning of service :
6. Date of ending service :
7. Substantive appointment held :
8. Pension Rules opted / eligible :
9. Length of continuous qualifying Service prior to death :
10. Last Pay with applicable ROPA :
11. Amount of family pension admissible :
12. Date from which pension is to commence :
13. Place of payment (Government Treasury / Sub-Treasury) :

The undersigned having satisfied himself of the above particulars of Late ..... hereby orders the grant of a family pension\* to Shri / Smt. .... which may be accepted by the Audit Officer as admissible under the rules.

\_\_\_\_\_  
Signature and designation of  
the Sanctioning Authority.

**Compiler's Note :** \* This indicates deletion of the words of "Rs. \_\_\_\_\_ per month" as appeared originally, vide F.D. Memo. No. 4522-F dt. 2.5.87.

# Income Certificate

Name of the Office:.....

Address of the Office:.....

Phone No: .....E-mail:.....

## To Whom It May Concern

This is to certify that Kumari / Miss / Smt.  
.....the unmarried /  
widowed / divorcee daughter of Late  
..... ( name of the deceased employee ) is  
personally known to me for last ..... ( years / months). She is a  
permanent resident of .....  
P.O. .... P.S. ....  
Dist. .... PIN.....

Her monthly income from all sources is `..... ( Rupees  
.....).

I wish her all success in life.

.....  
( Signature with Seal & Date)

**Note: This certificate is to be issued by local BDO/ Gazetted Officer of Govt of India or Group A Officer of State Government,(Other than PSA)**



**FAMILY DECLARATION**

This is to certify that Late ..... was a bonafide Govt. employee under ..... (Name of the Office) in the capacity of ..... (designation). He/she passed away on ..... (Date of death) leaving behind the following family members (in chronological order as per proforma enclosed) :-

<i>Sl. No.</i>	<i>Name in full</i>	<i>Date of Birth</i>	<i>Sex</i>	<i>Relationship</i>	<i>Occupation &amp; monthly income, if any</i>	<i>Source of income</i>	<i>Marital Status</i>

The particulars of the existing family members of deceased Govt. employee / pensioner, as given above are correct to the best of my knowledge & belief. It is also certified that neither the above said family members nor the deceased Govt. employee / his / her spouse is in no way related with me.

Date .....  
 ( *Signature with Seal & Date* )

**Note :** This certificate is to be issued by local B.D.O. / Gazetted Officer of Govt. of India or Gr.- 'A' officer of State Government, ( other than P.S.A.) indicating his / her full name, seal and official address with PIN Code, Phone Number, Mobile Number and e-mail address.

**Affidavit before Ld. 1<sup>st</sup> Class Judicial Magistrate reg. Declaration family pension**

I, Kumari / Miss / Smt. ....  
the unmarried / widowed / divorcee daughter of Late .....  
....., Ex-Government employee attached with .....  
.....  
residing at .....  
having date of birth ..... hereby solemnly affirm & sworn  
that I am above 25 years of age as per certificate of school / Admit card of any  
recognised board or council / EPIC / Aadhar Card having Monthly Income of  
' ..... ( Rupees ..... ) and I  
am only eligible to get family pension in terms of G.O. No. 138-F (Pen) dated  
03.03.2008 / 620-F (Pen) dated 29.06.2006, since there is neither any other  
eligible member nor any physically handicapped / mentally retarded brother  
/ sister in my family for the said Family Pension.

I am not in receipt of any kind of pension/ family pension from any  
Govt / Statutory Board/ Municipality/ Undertaking etc.

The above statements are true to the best of my knowledge & belief. I  
shall be liable to be prosecuted against and/ or to refund entire money drawn,  
or overdrawn on the basis of false declaration and /or fake documents etc, if  
any.