

Government of West Bengal
School Education Department
Elementary Education Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No. 51-SED/13037/74/2022-Element Sec

Dated 20.01.2023

MEMORANDUM

Subject: Modified Procedure for application, process and disposal of pension cases for the employees of District Primary School Councils (DPSC) through e- Pension Portal

In view of the various e-Governance initiatives undertaken by the Government it has been felt that benefit of such e- Governance initiatives may also be extended to the process of sanctioning pensionary benefits to the employees of District Primary School Councils (DPSC).

After careful consideration of the matter, the Governor is now pleased to lay down the following procedure to be followed by the concerned stakeholders in the 'e-Pension' portal of Govt. of West Bengal and settlement of pensionary benefits of the employees of the District Primary School Councils (DPSC).

The portal is designed to minimize the physical movement of voluminous papers related with the pension cases and also to minimize the time consumed in examination, audit and finalisation of the pension cases under the existing scheme for payment of retirement benefits to the employees of District Primary School Councils (DPSC) in due time. Every individual pensioner, Chairman of DPSC in each District, District Inspector of Schools (Primary Education), Controller of Finance DPSC, DPPG and the Treasury Officers are tagged in the e-Pension portal.

The procedure of application, examination, scrutiny, processing and sanction of pension case and issue of Pension Payment Order under the West Bengal Recognised Non-Government Educational Institution Employees (DCRB) Scheme, 1981 introduced vide G.O. No. 136-EDN(B) dated 15.05.1985 shall follow the guideline narrated below.

PARA - 1: e-Pension Portal:

1.1: e-Pension Portal / website with URL "wbepension.gov.in" will be utilised by all the stakeholders to discharge the role assigned under these rules to each of them.

PARA - 2: Generation of list of such employees as on the 1st day of every month who will superannuate within next 12 months:

2.1: A list of employees to be superannuated within the next 12 months will be generated by the system on the 1st day of every month. The system will also send user ID (Employee ID) and OTP to the individual employee on his mobile number registered in Online Salary Management System (OSMS) Portal. In addition to the system based intimation through SMS/email, the Chairman of DPSC shall serve the system- generated notice of superannuation to the retiring employees within one month from the date of generation of the list.

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2.2: In case any employee has not entered/ provided mobile number in OSMS portal, he shall immediately get it updated through the Chairman of DPSC / D.I (P.E.) All sorts of communication to the stakeholders will be made through SMS and mail (if available) through system.

PARA – 3: Process of application for pension by the employee:

3.1 : The employee shall login to the e-Pension Portal using the Login ID and Password sent to his mobile and will change the password immediately after 1st successful login to the Portal. In case, any employee has not received his User ID and Password 11 months prior to his date of retirement, he shall immediately contact his Chairman of DPSC / DI (PE).

3.2 : After fresh login, the employee shall fill up **Part-A** of the **Pension Application Form online** furnishing personal details and submit the same to the Chairman of DPSC.

After the Part-A of the Pension Application has been submitted online he will take **print out** of the Part-A of the Pension Application in **triplicate** and sign the hard copies and submit two (2) copies of the Application along with **three (3) sets of joint/single photograph duly attested** and **three (3) sets of specimen signature** duly attested to the Chairman of DPSC.

3.3 : If the employee desires to **commute a portion of his / her pension**, the employee will **fill up Part-B online** and submit the same to the Chairman of DPSC.

The employee will take **print out in triplicate** of the filled in **Part-B**, put signature at the specified space in the Application Form and submit two (2) copies along with the hard copy of Pension Application. He/ She will complete the submission of **Part-A and Part-B (if applied) in both online and hard copy mode within a date not later than ten months before his/her date of retirement/ superannuation.**

3.4 : The employee will ensure that **Nomination for DCRG and Nomination for LTA Pension** duly accepted by the Chairman of DPSC / Competent authority and self-attested **List of Family Members along with all other required documents** are also enclosed to the hard copy of the Pension Application **without fail.**

PARA –4: Processing of application for pension submitted by the superannuating employee at the end of Chairman of DPSC:

4.1: The system based pension application will now be available in the login of the Chairman of DPSC in case of employees of DPSC. **Once the hard copy of pension application (Part – A and Part-B)** are submitted by the employee to the Chairman of DPSC, he shall **acknowledge the receipt in the system** and **also hand over a system generated acknowledgement receipt to the employee.**

After the application is received online in correct and completed form the Chairman of DPSC will verify whether the Part – A is correct and complete in all respects and all required attachments have been submitted by the applicant with reference to Annexure-I (check list for Chairman of DPSC). If satisfied, the Chairman of DPSC will now proceed to fill up the comprehensive form Part – C (Form for Sanction of Pension and Gratuity), Part – D (Pay Statement showing drawal of pay from the date of first

appointment into service to the date of superannuation/retirement/ death) and Part – E (Pay Certificate) of the applicant. The Chairman of DPSC shall also verify the Part-B (Application for Commutation of Pension). **The Chairman of DPSC now will arrange to complete the Service Book in all respects.**

4.2: On completion of the process of filling up of Part – C, Pay Statement in Part – D and Pay Certificate in Part – E, the Chairman of DPSC will submit the same online using Digital Signature Certificate (DSC) to the Pension Sanctioning Authority. He/she will also ensure that the specimen signatures and the joint/single photographs are duly attested by the competent authority. He/She will then take **printout** of Part – C, Part – D, Part – E and Annexure-I in **duplicate, e-sign** the same and **attach a copy of the e-signed Part – C, Part-D, Part- E and Annexure-I with the documents submitted by the applicant. Duly completed Service Book and all required papers in support of entries made in the various parts of pension application in e-Pension Portal will be forwarded along with the print out of Forms and documents submitted by the applicant stated earlier to Pension Sanctioning Authority.**

4.3: In case the pension application in Part – A, Part-B and/or documents furnished by the applicant are found **defective**, the Chairman of DPSC will **return the applications along with Annexure-I online using DSC to the applicant through system with comments** noted in the earmarked space of Annexure-I with request to re-submit the application within fifteen (15) days from the date of objection.

4.4: After re-submission by the applicant, the Chairman of DPSC shall process the Pension Case as described in para 4.2.

4.5: The Chairman of DPSC shall complete the whole process of submission of soft copy as well as hard copy **not later than eight (8) months before the date of superannuation** of the employee concerned.

PARA – 5: Processing of pension case submitted by the Chairman of DPSC, at the end of the Pension Sanctioning Authority, i.e. District Inspector of Schools (P.E):

5.1: The **system based pension papers** [Part – A, Part – B, Part – C, Part-D and Part-E] **will now be available in the login of the Pension Sanctioning Authority.** Once the hard copies of full set of pension papers containing all forms as stated above, the duly completed Service book, Nominations for DCRG/ LTA of Pension, List of family members/ legal heirs, duly attested joint/ single photograph and specimen signature and all other documents and certificates which are required for processing of pension cases are submitted, the **Pension Sanctioning Authority shall acknowledge the receipt in the system and hand over a system generated acknowledgement receipt to the Chairman of DPSC.** This date of receipt of the hard copies of pension papers will be treated as the date of receipt of the pension case in the office of the P.S.A. and also the date of receipt of the Part-B (Application for commutation of pension).

5.2: The **P.S.A. will allot** the system based pension papers along with submitted hard copies of pension papers to the A.I. of Schools (P.E.) or any other employee, as the case may be, **for verification.** The office of the P.S.A will verify the record with reference to G.O. No. 136-EDN(B) dated 15.05.1985 and other relevant G.Os issued in connection with procedure to be under taken by the office of the District Inspector of Schools and the Controller of Finance, DPSC. He will also **scan** the duly

attested joint/ single photograph and duly attested specimen signature and store them at appropriate place for uploading. If the pension papers are in order, the assigned employee or AI of schools (PE), as the case may be, will arrange to record certificates required to be furnished by P.S.A. in the specified places of both the online pension papers and the hard copies thereof and forward the same to the P.S.A.

5.3: The P.S.A. will now verify the case and observations made thereon by the assigned employee and/ or the A.I. of schools (PE). **If satisfied**, he will then **Forward** the system based pension papers **online** using DSC and also the full set of hard copies of pension papers **to the Controller of Finance, DPSC for verification of the pay and service particulars of the applicant.**

5.4: On the other hand, if on verification in the office of the P.S.A., the pension case is found to be **not in order**, the P.S.A. will **return the applications along with Annexure-II online using DSC to the Chairman of DPSC through system with comments** noted in the earmarked space of Annexure-II with request to **re-submit** the pension case accordingly and also in hard copy with his observations. After complying with the observations, the Chairman of DPSC will **re-submit** the case within fifteen (15) days from the date of objection. **The whole process including the processing of case after re-submission shall take not more than 45 days in the office of the P.S.A.**

5.5: In case objection is raised by the Controller of Finance, DPSC, PSA will comply with the observations. If there is any observation which requires compliance from the Chairman of DPSC, PSA will return the case **online** to the Chairman of DPSC **using DSC** and also in hard copy with his observations. After complying with the observations, the Chairman of DPSC will **re-submit** the case within fifteen (15) days from the date of objection. **The whole process including the processing of case after re-submission shall take not more than 45 days in the office of the P.S.A.**

PARA - 6: Processing of the pension case forwarded by the P.S.A., to the Controller of Finance, DPSC:

6.1: Controller of Finance, DPSC shall act as **Audit Officer** of DPPG, West Bengal for the purpose of checking pension papers of the employees of DPSC of each District.

6.2: The system based pension papers will now be available in the login of the Controller of Finance, DPSC. Once the hard copies of full set of pension papers are submitted, the **Audit Officer** shall **acknowledge the receipt** in the system and hand over a system generated acknowledgement receipt. The **Audit Officer** will allot the system based pension papers along with submitted hard copies of pension papers to his/her assigned employee for verification. The assigned employee will verify the records with the reference to relevant orders issued in connection with procedure to be undertaken by the office of the District Inspector of schools and **Audit Officer** and other relevant G.Os and then forward the same with comments (if any) to the **Audit Officer** for his/her final verification and authentication.

6.3: **Audit Officer** shall exercise all necessary checks in regard to pay and service, leave availed of and other issues required as per existing Government orders

and relevant papers submitted by the authority. The **Audit Officer** may call for any documents required for proper examination of pension papers and the same will be provided by the P.S.A. and/or the Chairman of DPSC as the case may be.

6.4: In case the pension papers are found to be in order in all respects, the **Audit Officer** will authenticate the **online** 'Pay Statement' using DSC with a remark 'verified and found correct'. The **Audit Officer** will also record the same certificate in **hard copy** and transmit the pension case online using DSC and also in hard copy to the P.S.A. within 60 days from the date of receipt of the hard copy.

6.5: In case the pension papers are found **defective**, the Controller of Finance, DPSC shall record his/her observations and return the **applications along with Annexure-III online using DSC to the P.S.A. through system with comments** noted in the earmarked space of Annexure-III and in hard copy with the request to comply with the observations and the latter authority will resubmit the same within fifteen (15) days from the date of receipt after necessary compliance.

6.6: Once the pension case is **resubmitted**, it will be disposed of by the Controller of Finance, DPSC in the same procedure stated above within fifteen (15) days from the date of resubmission by the P.S.A.

PARA – 7: Processing of the pension case at the end of the P.S.A after verification by the Controller of Finance, DPSC:

7.1: The system based pension papers duly authenticated by the Controller of Finance, DPSC will once again be **available** in the login of the P.S.A. On receiving back the duly certified hard copies of the pension papers the **P.S.A. will sanction the pension and other entitlements in Part-F online using DSC**. He will also sanction the pension and other entitlements in hard copy and put his signature in the hard copies of the pension papers.

7.2: At this stage the P.S.A. will make sure that the system based pension papers contain Part-A (Pension Application), Part-B (Application for Commutation of Pension), Part – C (Form for Sanction of Pension and Gratuity), Part – D (Pay Statement showing drawal of pay from the date of first appointment into service to date of superannuation/retirement/ death) and Part – E (Pay Certificate) and Part-F (Formal Sanction of Pension) and uploaded joint/ single photograph and specimen signature.

7.3: After being satisfied that system based pension papers are complete in all respects, he/she will forward the case of the applicant **online using DSC** to the DPPG not later than three (3) months before the date of superannuation of the employee concerned.

7.4: **This physical pension file containing hard copies of all pension papers including Service Book shall be preserved in the office of the P.S.A. and he shall be responsible for its safe custody and providing it as and when required by the competent authorities.**

PARA – 8: Processing of pension case at the end of the DPPG:

8.1: The administrator in the office of DPPG Kolkata / Uttar Kanya, as the case may be, will arrange to create Audit Cell (s) headed by Assistant/ Deputy/ Joint Director(s) as Officer-in-Charge who will act as Approver. There will be two levels of auditors assisting the Approver, namely Verifier and Operator who will discharge the functions of audit.

8.2: The system based pension case received from the P.S.A. will be available in the login of administrator in the office of DPPG Kolkata / Uttar Kanya, as the case may be.

8.3: The DPPG will check that all the particulars of pension case are properly filled in, the pay and services are duly checked and verified by the **Audit Officer**.

The office of DPPG may examine the information given in the Pension Application Forms with reference to relevant orders. In case of doubt, the office of DPPG may call for physical copies of any records in respect of such selective cases.

8.4: If the pension case is found to be **in order**, Approver will approve the pension case using DSC.

8.5: If the pension case is **not in order**, the Officer-in-Charge/ Approver will return the case to the P.S.A. **online** using DSC with his observations noted at the specified space. The P.S.A. will comply with the observations so made and resubmit the pension case to the DPPG within fifteen (15) days.

PARA – 9: Generation of PPO by DPPG:

9.1: On approval of the pension case by the Officer-in-Charge/ Approver, a **draft 'e-PPO' will be generated through system which will be available for view in the login of concerned Officer-in-Charge/ Approver showing details of pension, retiring/ death gratuity and commuted value of pension etc. in a draft mode.** The Officer-in-Charge/ Approver will verify the 'e-PPO' so generated. If the draft 'e-PPO' is found correct in all respects, he will approve the draft e-PPO using his DSC.

9.2: The digitally signed 'e-PPO' will now be generated with a **system generated unique PPO number**. Then the e-PPO will be transmitted with system generated Memo Number and Date to the **Pension Disbursement Officer/ Treasury Officer** through Integrated Financial Management System (IFMS) Portal and will be available in the login of Pension Disbursement Officer/ Treasury Officer for taking appropriate action as per WBTR, 2005 as amended from time to time thereafter.

PARA – 10: Issue of No-Liability Certificate :

10.1 : After generation of e-PPO or the last date of service, whichever is later, **the Chairman of DPSC shall transmit the 'No Liability/ Liability Certificate' to the Pension Sanctioning Authority online using DSC** after entering necessary data. The P.S.A. shall, on being satisfied, approve the same using DSC after entering necessary data at his end.

PARA - 11: Payment of Pension etc. by the Pension Disbursement Officer/ Treasury Officer:

11.1: The 'e-PPO' will now be available in the login of the Pension Disbursement Officer/ Treasury Officer. The Pension Disbursing Officer / Treasury Officer will intimate immediately (not later than 3 days) a date for **appearance of the pensioner which shall be within 10 (ten) days from the date of receipt of e-PPO**. The pensioner will be intimated through system generated SMS / e-mail about the date of his/ her appearance.

11.2: On appearance of the Pensioner, the **Pension Disbursement Officer/ Treasury Officer** will take a printout of e-PPO and handover pensioner's copy to the pensioner after due authentication with signature and stamp. The Pension Disbursing Authority will complete all procedures regarding identification of pensioners and arrange to disburse pensionary benefits directly to the designated bank account of the beneficiary as per his declaration.

11.3: When payment of first pension, Death-cum-Retiring Gratuity and Commuted Value of Pension is made, a system generated intimation would be shared between IFMS Portal and e-Pension Portal.

12.1: In case of death of the employee while in service/ after superannuation, the Applicant (other than employee) will intimate the fact of death in OSMS through the Chairman of DPSC. The applicant will also furnish his contact number and email id to the Chairman of DPSC for entering the data in OSMS portal and subsequent generation of Notice for submission of pension papers through e-Pension portal. The P.S.A. shall verify the details and update the OSMS with due care. The applicant will get system generated SMS and mail from e-Pension portal for taking further necessary action as per procedure laid down in the above paragraphs.

12.2: If any event occurs before the date of superannuation but after initiation of the e-Pension file which will have an implication on any kind of pensionary benefit, the same should be brought to the notice of the P.S.A. by the the Chairman, DPSC. The Chairman of DPSC will inform the PSA with a request to return the file for accommodating the changes required as result of the event.

13: Failure to comply with the provisions as stated above by the concerned authorities shall be seriously viewed and may make such Authorities liable for disciplinary action.

In particular, the Chairman of DPSC, Pension Sanctioning Authority, Controller of Finance, DPSC, the DPPG, WB and the PDO/ Treasury shall be held personally responsible for non-compliance with the procedure required to be followed by them for payment of pension. For any lapse on their part in this regard, the concerned authorities will be liable for disciplinary action.

14: The Order shall take effect from the date of issue.

15: This Order issues with the concurrence of the Finance Department, Pension Cell, vide UO No: Pension/2022-2023/0158 UO Date 22/12/2022.


Joint Secretary to the
Government of West Bengal

No. 51/1(14)-SED/13037/74/2022-Elemn Sec

Dated 20.01.2023

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001
2. The Principal Secretary to the Government of West Bengal, Finance Department, Nabanna, Howrah - 711 102
3. The Director of Pension, Provident Fund and Group Insurance, West Bengal, Finance Department, Purta Bhavan, 2nd Floor, Kolkata-700 091
4. The Director of Treasuries and Accounts, Mitra Building, Lyons Range, Kolkata-700 001
5. The Commissioner of School Education, West Bengal, Bikash Bhavan, 7th Floor, Salt Lake, Kolkata-700 091
6. The Director of Accounts, School Education Department, Bikash Bhavan, 2nd Floor, Salt Lake, Kolkata-700 091
7. The President, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, DK 7/1, Sector-II, Salt Lake, Kolkata-700 091
8. The District Magistrate,.....
9. The Chairperson, District Primary School Council,.....
/Kolkata Primary School Council / Siliguri Primary School Council
10. The District Inspector of Schools (Primary Education),.....
11. The Treasury Officer,.....
12. The Pay & Accounts Officer,.....
13. The O.S.D. to HMIC, School Education Department. Govt. of West Bengal
14. The Co-Ordinating Officer, School Education Department, Govt. of West Bengal


Joint Secretary to the
Government of West Bengal