

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH  
WRITERS BUILDINGS  
BLOCK NO-IV, 2ND FLOOR  
KOLKATA-700001

NO.37-F(Pen)/N/F-1P-254/2023

Dated, Kolkata the 15<sup>th</sup> January,2024

From : The Additional Secretary  
to the Government of West Bengal.

To : Pension Sanctioning Authorities (All)  
Government of West Bengal

Sub: Submission of pension cases to the Office of the Principal A.G(A&E), WB with proper stamp/seal on pension documents.

Sir/Madam,

I am directed to forward herewith the Letter No. Pen.Co-ordn./213 Vol.X/4 Vol. XVI/576 dt. 06.11.2023, which is self explanatory, received from Sr. Dy Accountant General (Pension), for taking necessary action from your end.

You are, accordingly, requested to authenticate by proper stamp/seal of PSA in all pension documents, such as Single Comprehensive Form (SCF) or sanction of any other nature (i.e. Annexure-111), etc. and also to ensure authentication with stamp/seal by the Drawing and Disbursing Officer in annexure to G.O. No. 1315-F (Pen) dated 14/10/1996 (i.e. pay certificate as well as statement for recoveries of loans and advances), before sending to A.G. (A&E), W.B, so that the pension cases are not returned causing inordinate delay for final settlement and the purpose and spirit of the Memo No. 1315-F(Pen) dt. 14.10.1996 is maintained.

This may be treated as extremely significant.

**Encl: As stated.**

Yours faithfully,

*sd/*  
Additional Secretary  
to the Government of West Bengal

NO. 37/1(2)-F(Pen)/N/F-1P-254/2023

Dated, Kolkata the 15<sup>th</sup> January,2024

Copy forwarded for information and necessary action to :

1. Sr. Dy Accountant General (Pen), Principal Accountant General (A &E), West Bengal, Treasury Buildings, Kolkata-700001

2. Sri Sumit Mitra, Network Administrator, Finance Department with a request to upload a copy of this Order in the website of Finance Department.

*A. Chatterjee*  
Additional Secretary  
to the Government of West Bengal.



सत्यमेव जयते

*Urgent*  
*J.S (Pen)*  
*Pl. arrange to inform*  
*for the*  
*10/11/23*

भारतीय लेखा - परीक्षा तथा लेखा विभाग  
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
Indian Audit And Accounts Department  
Principal Accountant General (A & E), West Bengal

Pen. Co-ordn./213 Vol. X/4 Vol. XVI/576

संख्या/No. :

06/11/2023

दिनांक/Dated :

7 NOV 2023

To  
Shri Sujoy Acharyya,  
Additional Secretary to the Govt. of West Bengal,  
Finance Department, Pension Branch,  
Writers Buildings,  
Kolkata – 700001.

*AS (AKS)*  
*21/11/23*

*DA (A.D)*  
*22/11/23*

Subject: Authentication of pension documents

Sir,

This office is in process of risk analysis and assessment of vulnerabilities in pension case processing. In order to rule out the possibilities of any fraudulent transaction in pension processing various internal control mechanism are being implemented at this end.

In this connection, it is to mention that during the scrutiny of pension cases received from different Pension sanctioning Authorities (PSA) it is noticed that some of the cases are being sent under the signature of PSA but without proper stamp/seal. To ensure the authenticity the pension case forwarding authority it is requested to disseminate to all Pension Sanctioning Authorities that in absence of stamp/seal of Pension Sanctioning Authority (PSA) in Single Comprehensive Form (SCF) or in sanction of any other nature (i.e. Annexure-III) as well as in absence of stamp/seal of Drawing and Disbursing Officer in annexure to G.O. No. 1315-F (Pen) dated 14/10/1996 (i.e. pay certificate as well as statement for recoveries of loans and advances), pension cases would be returned to the PSA.

Suitable action in this regard is sincerely solicited.

Yours faithfully,

*charly*

Sr. Deputy Accountant General (Pension)

ट्रेजरी बिल्डींग्स 2, गवर्नमेंट प्लेस वेस्ट, कोलकाता - 700 001

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