

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

No. 250-F(Pen)

Dated, Kolkata, the 12<sup>th</sup> August, 2025

**MEMORANDUM**

**Subject:** Delegation of authority to the Administrative Departments for approval of 'pre-deceased family pension cases' involving unmarried, widowed, or divorced daughters of State Government employees/pensioners, in cases where the employee's/pensioner's spouse predeceased him/her.

Ref:

1.Memo. No. 830-F(Pen) dt. 20.09.2010, 2.Memo. No. 400-F(Pen) dt.03.05.2023, 3.Memo. No. 202-F(Pen) dt. 15.03.2024, 4. i) Memo. No. 732-F(Pen) dt.12.11.2008 and ii) Memo. No. 100-F(Pen) dt. 28.02.2022.

The Government has been reviewing the existing procedure for sanctioning family pension, particularly in "pre-deceased family pension cases" involving unmarried, widowed, or divorced daughters beyond 25 years of age of State Government employees/pensioners where the employee's/pensioner's spouse pre-deceased him/her. The objective is to further liberalize and simplify the process for expeditious settlement of such claims.

2. As per Memo. No. **830-F(Pen) dt. 20.09.2010**, Heads of Offices are directed to refer "pre-deceased family pension cases of unmarried/ divorced/ widowed daughters" to the Finance Department (Pension Branch) for proper examination / decision. This procedure has further been clarified and reiterated in Memo. No. **400-F(Pen) dt. 03.05.2023** stating that the Administrative Department shall forward such pension cases to the Finance Department (Pension Branch) along with their specific proposal for decision and approval towards sanctioning of family pension. The latest Standard Operating Procedure (SOP) depicted in Memo. No. **202-F(Pen) dt. 15.03.2024** also mandates forwarding these cases through the Administrative Department to the Finance Department (Pension Branch) for necessary concurrence.
3. The Governor has now been pleased to decide that, for **pre-deceased family pension cases**, referral to the Finance Department (Pension Branch) for examination and decision/concurrence is not required and henceforth, Administrative Department concerned shall examine each application on the basis of individual merit of the case and accord approval before sending the same to the Pr. A.G.(A&E), W.B. from the end of the PSA concerned.
4. Pursuant to this decision, the following revised procedure shall be adopted for such cases, which partially modifies the provisions of the Memos referred to above:
  - i.) All Pension Sanctioning Authorities (PSAs) shall continue to examine and process "pre-deceased family pension cases" for unmarried/widowed/divorced daughters. They will ensure all necessary documents, as specified in Memo. No. 100-F(Pen) dt. 28.02.2022 and Memo. No. 732-F(Pen) dt. 12.11.2008, are complete and properly prepared.
  - ii.) The PSAs will then refer such cases to their concerned Administrative Department for proper examination and decision/approval.

iii.) The concerned Administrative Department shall examine and decide/approve the claims expeditiously, in adherence to extant rules under the West Bengal Services (Death-Cum-Retirement Benefit) Rules, 1971, and relevant Orders/Memos issued from the Finance Department. Upon approval, the Administrative Department shall return the approved cases to the concerned PSA.

iv.) The PSA, on receipt of the approval and all necessary documents from the Administrative Department, shall forward the same, along with the Sanction Order, to the Principal Accountant General (A&E), West Bengal, for processing the claim and issuance of the Family Pension Payment Order (FPPO) in favour of the claimant, subject to the fulfilment of necessary criteria.

5. The PSA as usual will continue to examine and process the non-predeceased Family Pension cases and forward to the Principal Accountant General (A&E), West Bengal, with documents required in terms of Memo. No.100-F(Pen) dt.28.02.2022 read with Memo. No.732-F(Pen) dt.12.11.2008 for issuance of Family Pension Payment Order (FPPO) in favour of the claimant, as mentioned in Memo. No. 202-F(Pen) dt. 15.03. 2024.
6. The time limit for processing family pension cases (both pre-deceased and non-predeceased) shall be followed as per Memo No. 202-F(Pen) dated 15.03.2024 with the partial modification that in pre-deceased cases, it shall not be referred to Finance Department.
7. If there is any pre-deceased Family Pension case in contravention of the West Bengal Services (Death-Cum-Retirement Benefit) Rules, 1971 or other relevant Orders/Memos issued from the Finance Department, the same may be forwarded to Finance Department.
8. Memo. No. 830-F(Pen) dt. 20.09.2010, Memo. No. 400-F(Pen) dt.03.05.2023 and Standard Operating Procedure (SOP) for Family Pension vide Memo. No. 202-F(Pen) dt. 15.03. 2024 stand modified.
9. This order shall take immediate effect.

Sd/-  
**Additional Chief Secretary**  
**to the Government of West Bengal**

**No. 250/1(10)-F(Pen)**

**Dated, Kolkata, the 12<sup>th</sup> August, 2025**

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700001.
2. The Additional Chief Secretary to the Governor of West Bengal, Raj Bhavan, Kolkata
3. All Additional Chief Secretaries/Principal Secretaries/Secretaries to the Government of West Bengal
4. All Divisional Commissioners.
5. All District Magistrates.
6. All Heads of Departments/Directorates.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III.
8. The Director of Treasuries & Accounts, West Bengal.
- ✓ 9. Shri Sumit Mitra, Network Administrator, Finance Department, for uploading this MEMORANDUM on the website of the Finance Department.
10. Guard File.

  
**Special Secretary**  
**to the Government of West Bengal**