

**Government of West Bengal
Finance Department
Audit Branch**

No. 10060-F

Dated, Calcutta, the 22nd November, 1985

MEMORANDUM

Subject: Payment of pension and gratuity on the date of retirement.

It has been decided by the Committee of Ministers on the recommendation of the Administrative Reforms Committee that arrangement should be made to settle all pension cases on or before the date of retirement of an employee. It has been decided that, in cases where, for unavoidable reasons this is not possible, the Pension Sanctioning Authority should invariably follow the existing provisions of payment of provisional pension at the rate of 100 per cent pension on the basis of available information together with a provisional gratuity excluding 10 per cent of the gratuity admissible or Rs. 1,000/-, whichever is less. At all events, the Pension Sanctioning Authority must finalise the final pension in such cases within the course of one year from the date of retirement of an employee.

The undersigned is, therefore, directed to request all concerned to take necessary steps, so that the above mentioned decision is implemented properly. Guidelines regarding processing pension cases (in booklet form) are enclosed for guidance.

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

Note : For Guidelines—vide pp.114 post.