

Government of West Bengal
Finance Department
Pension Branch
"Hemanta Bhawan" (Top Floor)
12, B.B.D. Bag (East), Calcutta-700001.

No. 1100-F(Pen)

Dated, Calcutta, the 30th October, 2000.

MEMORANDUM

Subject : Scheme for payment of pension and gratuity on the date of Superannuation.

The undersigned is directed to refer to para 1.1 of the scheme for payment of pension and gratuity on the date of superannuation as issued under this Department Memo. No. 1315-F(Pen) dated 14.10.96 in which every head of office is required to prepare a list on the 1st January and the 1st July every year of employees under his Control who will retire within next 30 months and to send one copy of the same to this department and one copy to the office of the Principal Accountant General (A&E), West Bengal.

2. The matter was considered further and after due consideration the Governor is now pleased to decide that every head of office (Pension Sanctioning Authority) should furnish the information of retiring employees as mentioned above in the following format :-

Serial No.	Name of the retiring employee	Full Designation	Date of Birth	Date of Retirement	G.P.F. A/C No.
1	2	3	4	5	6

While sending the statement as mentioned above in the prescribed format every head of office will mention his mailing address (including PIN Code No.) in the letter head used by him.

3. The Scheme issued in Memo. No. 1315-F(Pen) dated 14.10.96 stands amended to the extent as mentioned in this memo.

Sd/- D. Gupta,
Deputy Secretary to the
Government of West Bengal.