



Office of the Director of Public Instruction, W.B  
Higher Education Directorate,  
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Memo No. ED

Date: 2 /07/2013

From: Prof. (Dr.) Dipak Ranjan Mandal  
Director of Public Instruction, W.B &  
Ex-officio Secretary to the Govt. of West Bengal


To  
All Principals/ TIC/ Administrator  
Of Govt.-aided College in West Bengal

**Sub.: Timely submission of papers for pensionary benefits in favour of the teaching and non-teaching staff members of the colleges.**

It is imperative on the part of the College Authorities to follow strictly the provisions as laid down in the G.O. No. 63 Edn. (CS) dated 12.01.1999 in respect of submission of pension papers before six months from the date of retirement on superannuation to the sanctioning authority positively. Consequences of failure in submitting pension papers along with supportive documents as required in time would lie on the College authorities.

This is regretted to note that, most of the College authorities are reluctant to comply with the matters contained in the said Government Order causing unnecessary delay in receiving the pensionary benefits by the retiree.

With a view to speed up the matter, the College authorities are further requested to take necessary action in submitting the papers under reference to this office **before eight months** from the date of retirement on superannuation of the concerned employee positively, so that, the same may be scrutinized and transmitted to the office of the Accountant General, WB in time.

  
Prof. (Dr.) Dipak Ranjan Mandal  
Director of Public Instruction, W.B &  
Ex-officio Secretary to the Govt. of West Bengal