

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH  
HEMANTA BHAWAN: TOP FLOOR  
12, B. B. D. BAG (EAST), KOLKATA-700001**

No. 356-F (Pen)

Dated, Kolkata, the 29<sup>th</sup> May, 2002.

**MEMO**

In the Finance Department Memo No. 5916(62)-F, dated 5.8.81 statement on promotion policy was circulated wherein it was specifically stated that higher posts would be created by the respective department provisionally subject to ratification by the Finance Department in due course.

2) Subsequently in this Department Memo No. 4654-F, dated 3:5.94 it was decided that for the employees who are due for retirement after 30.6.94 concerned administrative authorities are required to furnish along with pension papers a copy of the relevant G. O. ratifying the creation of the posts in higher scale as per statement of promotion policy circular along with a certificate to the effect that the creation of the post in higher scale as per promotion policy as held by the concerned employees has been duly ratified by the Finance Department and the said employee was found eligible for appointment to the said post as per prescribed norms. Since benefit of Grade-I appointment is provisional unless it is ratified by Finance Department, no pensionary benefits can be sanctioned on such provisional pay.

3) However, a number of Administrative Departments are not following the guideline contained in Memo No. 5716(62)-F, dt. 5.8.81 scrupulously with the result the retired (after 30.6.94) employees and the family of such employees are being deprived of the retirement benefits/death benefits.

4) All heads of office are once again requested to kindly send the ratification order along with pension papers in respect of those employees who have received the benefit of Grade-I appointment.

5) All Departments/Directorates are requested to circulate this instruction amongst their subordinate offices.

*Sd/- Illegible*  
Deputy Secretary to the  
Government of West Bengal