

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, 6th Floor,
DF-8, Sector-1, Salt Lake, Kolkata-700064

MEMORANDUM

No.821 /MA/N/C-2/1M-3/2017

Date: 28.09.2020

Subject: Procedure for application, process and disposal of Pension cases of the Employees of the Municipalities, Municipal Corporations (excluding Kolkata Municipal Corporation) and Notified Area Authorities through e-Pension Portal.

In view of the various e-Governance initiatives undertaken by the Government it has been felt that benefit of such e-Governance initiatives may also be extended for settlement of Pension and other retirement benefits of the employees of Municipalities, Municipal Corporations (except KMC) and Notified Area Authorities.

After careful consideration of the matter, the Governor is now pleased to lay down the following procedure to be followed by the various authorities for introduction of the 'e-Pension' Portal and settlement of pensionary benefits of the whole time permanent employees of the Municipalities, Municipal Corporations and Notified Area Authorities.

The portal is designed to minimize the physical movement of voluminous papers related with the pension case and also to minimize the time consumed in the examination, audit and finalization of the pension cases under the existing scheme for payment of pension and gratuity on the date of superannuation of the employees of the Municipalities, Municipal Corporations and Notified Area Authorities. Every individual pensioner, Head of the Office and Pension Sanctioning Authority, Directorate of Local Bodies (DLB), Directorate of Pension, Provident Fund & Group Insurance (DPPG) and The Pension Disbursing Officer shall be on the board in the e-Pension portal so that the benefit of the retirement scheme may be extended to the beneficiary at the earliest.

The procedure of application, examination, scrutiny, processing and sanction of pension case and issue of Pension Payment Order under the Death-cum-Retirement Benefit Rules, 2003 for the employees of Municipalities, Municipal Corporations and Notified Area Authorities introduced vide Notification No. 472/MA/O/C-4/1A-9/97 dated 20.08.2003 read with Notification No.178/MA/O/C-4/3R-1/2001 dated 21.04.2009, as amended thereafter from time to time, will stand modified to extent as narrated in this order.

PARA – 1: The e-Pension Portal:

1.1: The e-Pension Portal with URL "wbepension.gov.in" has been launched. The website / portal will be utilized by all the stakeholders to discharge the role assigned under these rules to each of them.

PARA – 2: Generation of list of such employees as on 1st day of every month who will superannuate on 12th month:

2.1: A list of employees to be superannuated on the 12th month will be generated by the e-Pension Portal on 1st day of every month. The list containing the Name, Employee ID, Address, Date of Superannuation, Mobile Number and e-mail ID of the employee will be transmitted to the login of the respective Head of Office and Pension Sanctioning Authority. The System will also send user ID (Employee ID) and One Time Password (OTP) to the individual employee on his mobile number / e-mail ID registered in Departmental portal. In addition to the system based intimation through SMS / e-mail, the Head of Office and Pension Sanctioning Authority shall serve the notice of superannuation to the retiring employees within one month from the date of generation of such list.

2.2: In case any employee has not entered / provided mobile number in Departmental Portal, he shall immediately get it updated through his Head of Office and Pension Sanctioning Authority. All sorts of communication will be made through SMS and mail (if available) through system.

PARA – 3: Process of application for pension by the employee:

3.1: The employee shall login to the e-Pension Portal using the Login ID and Password sent to his mobile and will change the password immediately after successful login to the Portal. In case, any employee has not received his User ID and Password 11 months prior to his date of retirement, he shall immediately contact his Head of Office and Pension Sanctioning Authority.

3.2: After fresh login, the employee shall fill up **Part-A** of the **Pension Application Form** online furnishing personal details and submits the same to the Head of Office and Pension Sanctioning Authority.

After the Part-A of the Pension Application has been submitted online he will take **printout** of the Part-A of the Pension Application in **triplicate** and sign the hard copies and submit two (2) copies of the Application along with **three (3) sets of joint / single photograph duly attested** and **three (3) sets of specimen signature** duly attested to the Head of Office and Pension Sanctioning Authority. He / She will complete the submission of Part-A in both online and hard copy mode within a date not later than ten months before his date of retirement.

3.3: The employee will ensure that **Nomination for DCRG and Nomination for LTA Pension** duly accepted by the Head of Office and Pension Sanctioning Authority and self-attested **List of Family Members along with other required documents** are also enclosed to the hard copy of the Pension Application **without fail**.

PARA – 4: Processing of application for pension submitted by the superannuating employee at the end of the Head of Office and Pension Sanctioning Authority:

4.1: The system based pension application will now be available in the login of the **Chairman/Chairperson/Commissioner**, as the case may be, being the Head of Office & Pension Sanctioning Authority. **Once the hard copy of pension application (Part – A)** is submitted by the employee to the Head of Office or his Operator, he shall **acknowledge the receipt in the system and also hand over a signed and stamped acknowledgement to the employee.**

The Head of Office will now verify whether the Part – A is correct and complete in all respect and all required attachments have been submitted by the applicant with reference to the Annexure-I (Check list for Head of the Office). If satisfied, the Head of Office will now proceed to fill-up the comprehensive forms Part – B (Form for sanction of Pension and Gratuity), Part – C (Pay Statement showing drawal of pay from the date of first appointment into service to date of superannuation/retirement/death) and Part – D (Pay Certificate) of the applicant. Head of Office now will arrange to complete the Service Book in all aspect.

4.2 On completion of the process of filling up of Pension and Gratuity in Part - B, Pay Statement in Part – C and Pay Certificate in Part – D, the Head of Office will submit the same online using Digital Signature Certificate (DSC) to the concerned Audit Officer for audit. The Head of Office will further ensure that the specimen signature and the joint/single photographs are duly attested by a Group – A Officer and will also ensure uploading of the same in the e-Pension Portal in the login of the Head of the Office. He will then take printout of Part – B, Part – C and Part – D and also Annexure- I in duplicate, sign the same and attach a copy of the signed Part – B, Part – C and Part – D and also Annexure - I with the documents submitted by the applicant. Duly completed Service Book and all required papers in support of entries made in the various parts of pension application in e-Pension Portal will be forwarded along with the print out of Forms and documents submitted by the applicant stated earlier to the concerned Audit Officer.

4.3: In –case the pension application in Part – A and/ or documents furnished by the applicant are found defective, the Head of Office will return the application along with Annexure-I online using DSC to the applicant through system with comments to be noted in the earmarked space of Annexure-I with request to resubmit the application within fifteen (15) days from the date of objection.

4.4: After resubmission by the applicant, Head of Office shall process the Pension Case as described in para 4.2.

4.5: **The Head Office and P.S.A. shall complete the whole process of submission of soft copy as well as hard copy not later than eight months before the date of superannuation of the employee concerned.**

PARA – 5: Processing of the pension case forwarded by the Head of Office and P.S.A. at the end of Audit Officers of the concerned district:

5.1: In terms of Notification no. 4645-F(J) dated 31/12/2019 issued by Finance Department, for ULBs (except ULBs located under Barrackpore Sub-Division), Audit Officer shall be the Senior Officer among the Officers (Assistant/ Deputy/ Joint Director of Accounts) posted at District Office of the Directorate of Accounts (Education) and for ULBs located under Barrackpore Sub-Division, the Senior Officer among the Officers (Assistant/ Deputy/ Joint Director of Accounts) posted at Office of the Directorate of Accounts, Barrackpore shall act as representative of DPPG, West Bengal and function as Audit Officer for the purpose of checking pension papers of the employees of the Municipalities, Municipal Corporations and Notified Area Authorities.

5.2: The System based pension papers will now be available in the login of the **Audit Officer of the concerned district**. Once the hard copies of full set of pension papers are submitted, the Audit Officer or his Operator shall acknowledge the receipt in the system forthwith and hand over a system generated acknowledgement receipt. The Audit Officer may allot the system based pension papers along with submitted hard copies of pension papers to his assigned employees for verification. The assigned employee shall verify the record with the reference to Annexure-II (Check list for Audit Officer) and other relevant G.Os and then forward the same with comments (if any) to the Audit Officer for his final verification and authentication.

5.3: Audit Officer shall exercise all necessary checks in regard to pay and service, leave availed of and other issues required as per existing Government orders and relevant papers submitted by the authority. The Audit Officer may call for any documents required for proper examination of pension papers and the same will be provided by the P.S.A.

5.4: In case the pension papers are found to be in order in all respect, the Audit Officer will authenticate the **online** 'Pay Statement' with a remark "verified and found correct." The Audit Officer will also record the same certificate in **hard copy** and transmit the pension case online using DSC and also in hard copy to the P.S.A. within sixty days from the date of receipt of the hard copy.

5.5: In case the pension papers are found **defective**, the Audit Officer shall record his observations and return the applications along with Annexure-II online using DSC to P.S.A. through system with comments noted in the earmarked space of Annexure-II and in hard copy with the request to comply with the observations and the later authority resubmit the same within fifteen (15) days from the date of receipt after necessary compliance.

5.6: Once the pension case is **resubmitted**, it will be disposed by the Audit Officer in the same procedure stated above within fifteen (15) days from the date of resubmission by the P.S.A.

PARA – 6: Processing of the Pension case at the end of the P.S.A. (Pension Sanctioning Authority) after verification by the Audit Officers of the concerned district:

6.1: The system based pension papers duly authenticated by the **Audit Officers of the concerned district** will once again be available in the login of P.S.A. On receiving back the duly certified hard copies of the pension papers from the **Audit Officers of the concerned district**, the P.S.A. will sanction the pension and other entitlements in **Part-E online using DSC**. He will also sanction the pension and other entitlements in hard copy and put his signature in the hard copies of the pension papers.

6.2: At this stage the P.S.A. will ensure that the system based pension papers contain Part- A (Pension Application), Part- B (Form for Sanction of Pension and Gratuity), Part- C (Pay Statement showing drawal of pay from the date of first appointment into service to date of superannuation/retirement/ death) and Part- D (Pay Certificate) and Part- E (Formal Sanction of Pension) and uploaded joint/ Single photograph and specimen signature.

6.3: After being satisfied that system based pension papers are complete in all respect, he/she will **forward** the case of the applicant online using DSC to the DPPG not later than three months before the date of superannuation of the employee concerned.

6.4: The physical pension file containing hard copies of all pension papers including Service Book shall be preserved in the office of the P.S.A and he/she shall be responsible for its safe custody and providing it as and when required by the competent authorities.

PARA -7: Processing of the Pension case at the end of the DPPG and issuance of e-Pension Payment Order (e-PPO):

7.1: The system based pension case received from the P.S.A. will now be electronically available in the login of DPPG, WB.

7.2: The DPPG, WB will examine the pension case with reference to the prescribed audit sheet. If the pension case is found to be in order, the authorized Officer of DPPG, WB will approve the pension case and generate e-PPO. He shall then authenticate the e-PPO using DSC. Then the e-PPO will be transmitted with system generated Memo Number and date to the Pension Disbursement Officer and will be available in the login of Pension Disbursement Officer for taking appropriate action.

7.3: If the pension case is not in order, the authorized Officer of DPPG, WB will return the case to the P.S.A. online using DSC with his observations noted at the specified space within thirty (30) days. The P.S.A. will comply with the observations so made and resubmit the pension case to the DPPG within fifteen (15) days.

7.4: In case of doubt, the office of DPPG may call for physical copies of any records in respect of such selective cases.

PARA -8: Issue of No Liability Certificate:

8.1: In normal case i.e. in absence of any specific event which has a bearing on the sanction/ release of amount of pensionary benefit of the concerned employee, No Liability Certificate will be available electronically in the login of the Pension Sanctioning Authority on the date of issuance of e-PPO by DPPG, WB or on the date superannuation of the employee, whichever is later, for further processing. Pension Sanctioning Authority will transmit the Liability/ No Liability Certificate online using DSC to the login of Pension Disbursing Authority online using DSC within seven days.

PARA-9: Payment of Pension etc. by the Pension Disbursement Officer:

9.1: The 'e-PPO' will now be available in the login of the **Pension Disbursing Officer. The Controller of Finance in respect of the Municipal Corporation and the Executive Officer or Finance Officers in respect of the Municipality/ NAA** shall be the '**Pension Disbursement Officer**'. The Pension Disbursing Officer of the concerned Municipality/NAA or Municipal Corporation will schedule immediately (not later than three days) a date for **appearance of the pensioner which shall be within 10 (ten) days from the date of receipt of e-PPO.**

9.2: On appearance of the Pensioner, the Pension Disbursing Officer of the concerned Municipality/ NAA or Municipal Corporation will take printout of e-PPO and handover pensioner's copy to the pensioner after due authentication with signature and stamp. The Pension Disbursing Authority will complete all procedures regarding identification of pensioners and arrange to disburse pensionary benefits directly to the bank account of the beneficiary.

PARA - 10: Special Cases:

10.1: In case of death of the employee while in service/ after superannuation, the applicant (other than employee), who is entitled for the benefits under the DCRB Rules, 2003, will intimate the fact of death in Departmental portal through Head of Office. The applicant will also furnish his contact number and email id to the Head of Office for entering the data in Departmental portal and subsequent generation of Notice for submission of pension papers through e-Pension portal. The Head of Office shall verify the details and upgrade the departmental portal with due care. The applicant will get system generated SMS and mail from e-Pension portal for taking further necessary action as per procedure laid down in the above paragraphs.

10.2: If any event occurs before the date of superannuation but after initiation of the e-Pension file which will have an implication on any kind of pensionary benefit, the same should be brought to the notice of the P.S.A who will accommodate the changes required as result of the event.

10.3: If an employee is declared permanently incapacitated in terms of DCRB Rules, 2003, he will intimate the fact of permanently in-capacitance to the Head of the Office. He will also furnish his contact number and email id to the Head of the office for entering the data in Departmental Portal and subsequent generation of notice for submission of pension papers through e-Pension portal. The Head of the office shall verify the details and update the Departmental Portal with due care. He will get system generated SMS and mail from e-Pension portal for taking further necessary action as per procedure laid down in the above paragraphs.

10.4: If an employee undergoes voluntary retirement and the P.S.A accepts the voluntary retirement, then the employee concern, after availing the voluntary retirement, will intimate the fact of voluntary retirement in Departmental Portal through the Head of the office within 10 days after the date of voluntary retirement. He will also furnish his contact number and email id to the Head of the office for entering the data in Departmental Portal and subsequent generation of Notice for submission of pension papers through e-Pension portal. The P.S.A shall verify the details and update the Departmental Portal with due care. He will get system generated SMS and mail from e-Pension portal for taking further necessary action as per procedure laid down in the above paragraphs.

11: Failure to comply with the provisions as stated above by the concerned authorities shall be seriously viewed and may make such Authorities liable for disciplinary action.

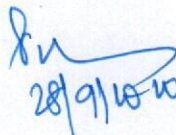
In particular the Pension Sanctioning Authority, the Audit Officer, the DPPG, WB and the PDO shall be held personally responsible for non-compliance with the procedure required to be followed by them for payment of pension. For any lapse on their part in this regard, the concerned authorities apart from being liable for disciplinary action, may also be required to pay to the Government such amount which Government may have to pay additionally by way of interest for delayed payment of retiring benefits to the employees.

12: The Order shall take effect from such date as may be notified by this department.

13: This Order issues with the approval of the competent authority and in concurrence with Finance Department vide their UO No. 96-F (Pension) dated 15.09.2020 and in cancellation of this Department's earlier Memo No. 649/MA/N/C-2/1M-3/2017 date: 22nd September, 2017 issued in this regard.

14: Necessary amendments in the Death-cum-Retirement Benefit Rules, 2003 for the employees of Municipalities, Municipal Corporations (except KMC) and Notified Area Authorities shall be made accordingly in due course of time.

By order of the Governor,



Joint Secretary to the Govt. of West Bengal

Annexure-I

(To be used by the Pension Sanctioning Authority)

Pension papers of Sri/Smt./Late _____ received from Applicant have been duly checked. Observations are appended below-

Sl	Items	YES	NO	N.A
1	Whether Comprehensive Form Part-A has been duly filled up and submitted	YES	NO	-
2	Whether Date of Birth recorded in Service Book has been verified w.r.t valid documentary evidence.	YES	NO	-
3	Whether Educational qualifications recorded in Service Book has been verified w.r.t valid documentary evidence.	YES	NO	-
4	Whether documents issued by competent authority regarding condonation of appointment in over-age have been furnished	YES	NO	N.A
5	Whether initial appointment letter in the service has been furnished and details of this recorded in the Service Book	YES	NO	-
6	Whether total period of service has been verified by the competent authority and recorded in Service Book and Part-B of the Pension Application	YES	NO	-
7	Whether Resolution taken by B.O.C to adopt the DCRB rule have been furnished	YES	NO	-
8	Whether Option to DCRG exercised by the employee within specified time limit and duly signed and accepted by competent authority have been furnished	YES	NO	N.A
9	Whether Pay fixation in case of functional and/or non-functional promotion has been recorded in the Service Book after due verification by UD&MA Department with corresponding orders	YES	NO	N.A
10	Whether original Option & IPF Statement of various Pay revisions duly verified by DLB, WB have been furnished	YES	NO	N.A
11	Whether Pay Certificate has been submitted showing details and Liability/ No Liability Certificate has been recorded in Part- B and Part- D	YES	NO	-
12	Whether Leave Account has been correctly maintained and Extra ordinary Leave showing details have been recorded in Service Book and Part- B	YES	NO	-
13	Whether Break in service, if any, has been condoned by competent authority.	YES	NO	N.A
14	Whether Govt. Order regarding approval and counting of service rendered as contingency staff towards pension have been furnished	YES	NO	N.A
15	Whether details of refund of Employer's share of CPF including accrued interest have been recorded in Service Book and Part-B of the pension application.	YES	NO	N.A
16	Whether Nomination for DCRG (or List of family members certified by competent authority)	YES	NO	-

	ority, if applicable) has been duly filled up and submitted			
17	Whether Nomination for LTA Pension (Legal Hair Certificate from competent authority, if applicable) has been duly filled up and submitted	YES	NO	-
18	Whether three sets of specimen signature duly attested by Gr-A/ erstwhile Gazetted Officer have been submitted and uploaded	YES	NO	-
19	Whether three copies Single/ Joint Photographs duly attested by Gr-A Officer/ Chairperson of the Municipality have been submitted and uploaded	YES	NO	-
20	Whether any Departmental proceeding/ Court Case is pending/ disposed off against the employee	YES	NO	N.A
21	Whether Invalidation Certificate from the competent authority has been furnished	YES	NO	N.A
22	Whether Death Certificate from the competent authority has been furnished	YES	NO	N.A
23	Whether M.C Resolution in support of (voluntary) retiring pension has been furnished	YES	NO	N.A
24	Whether supporting evidence and Govt. order relating to any special case like disappearance etc. has been furnished	YES	NO	N.A
25	Whether any Provisional Pension/ Provisional Gratuity/ Ad-hoc Relief has been sanctioned, if yes, whether the same has been recorded in Service Book and Part-D.	YES	NO	N.A
26	Special Comments, if any	YES	NO	-

Submitted to the Pension Sanctioning Authority for doing the needful.

Signature of the operator

The case is forwarded herewith to the Office of the Directorate of Accounts, School Education Department,
_____ District for final settlement of the pensionary benefits.

Memo No. _____ dated _____

Authenticated and secured through DSC/OTP
By Name and Designation of the Pension Sanctioning Authority

Name of Urban Local Body

e-Submission Date:

Annexure-II

(To be used in the Office of the Directorate of Accounts, School Education Department, District Offices)

Pension papers of Sri/Smt./Late..... received from the Chairperson, _____ Municipality vide his office Memo No Date has been duly checked. Observations after audit are appended below-

Sl	Items	Yes	No	N.A
1.	Whether documentary evidence/ certificates in support approval of appointment/ educational / training qualification have been furnished.	YES	NO	
2.	Whether Resolution taken by B.O.C to adopt the DCRB rule have been furnished			
3.	Original Option Form/ Forms in terms of DCRB Rules as amended thereafter exercised by the employee within specified time limit and duly signed and accepted by competent authority has been annexed to Pension Papers and found correct.	YES	NO	NA
4.	Whether total period of service has been verified by the competent authority and recorded in Service Book and Part-B of the Pension Application.	YES	NO	
5.	Whether Pay Certificate has been submitted showing details and Liability/ No Liability Certificate has been recorded in Part-B.	YES	NO	
6.	Whether details of refund of Employer's share of CPF including accrued interest have been recorded in Service Book and Part-C of the pension application.	YES	NO	NA
7.	Whether Invalidation certificate in case of Invalid Pension, M.C Resolution accepting voluntary retirement or Death Certificate in death cases has been submitted.	YES	NO	NA
8.	Whether Leave Account has been correctly maintained and Extra ordinary Leave showing details have been recorded in Service Book and Part-B.	YES	NO	
9.	Whether Break in service, if any, has been condoned by competent authority.	YES	NO	NA
10.	Whether Date of Birth recorded in Service Book has been verified w.r.t documentary evidence.	YES	NO	
11.	Whether documents issued by competent authority regarding condonation of appointment in over-age have been furnished	YES	NO	N.A
12.	Whether any Provisional Pension/ Provisional Gratuity/ Ad-hoc Relief has been sanctioned, if yes, whether the same has been recorded in Service Book and Part-D.	YES	NO	
13.	Original Options to various pay revisions & IPF Statements duly approved by DLB, WB have been submitted and found correct after proper verification.	YES	NO	NA
14.	Change in the scale of pay due to functional promotion have been verified w.r.t Order of the competent authority read with relevant G.Os in respect of the employee concerned and found correct.	YES	NO	NA
15.	Qualifying Service as claimed has been checked and verified w.r.t Leave account, break-in-service and contingency service, if any, other documents and the same may be admitted towards pensionary benefits.	YES	NO	
16.	Date of Birth and Qualifications as recorded in Service Book & Pension Application have	YES	NO	

	been verified and found correct.			
17.	Employer's share of C.P.F including interest thereon has been correctly calculated and refunded to Govt. accounts and challan refunding the same in appropriate Head of Account has been annexed to the Pension papers. Details of Employer's Share of C.P.F including Refund have been recorded in Service book.	YES	NO	NA
19.	Last pay shown in Part- D (Pay Certificate) tallies with the last pay recorded in the Part- C (Pay Statement).	YES	NO	
20.	Whether No Liability/ Liability Certificate have been issued by the appropriate authority.	YES	NO	
22.	Provisional Pension, Gratuity has been sanctioned and supported by copy of Sanction Order. Appropriate Disbursement Certificate has been given in the Part-D.	YES	NO	NA
23.	Invalidation Certificate from the competent authority/ Death certificate/ M.C Resolution in support of retiring pension/Govt. order relating to any special case like disappearance etc. has been furnished	YES	NO	NA
24.	Entitlement of the claimant in death case/ LTA case has been verified w.r.t Nominations executed by the deceased employee and found correct	YES	NO	NA
25.	Special Comments, if any	YES	NO	

Memo No. _____

Date: _____

Certified that Pay and services of Sri/ Smt./ Late _____, _____ (Designation), _____ (Name of the Municipality) have been verified and found correct and may be admitted towards pensionary benefits.

1. Period of Net Qualifying Service
2. Amount reckonable for pension
3. Amount reckonable for gratuity

Authenticated and secured through DSC/OTP
By Name and Designation of the District Audit Officer

Name of the Office: _____

e-Submission Date: _____

OR

Certified that Pay and services of Sri/ Smt./ Late _____ (Name), _____ (Designation), _____ (Name of the Municipality) have been verified and found not in order as per Return Memo and returned to the Chairperson, _____ Municipality for rectification and compliance.

Authenticated and secured through DSC/OTP
By Name and Designation of the District Audit Officer

Name of the Office:
e-Submission Date:

Part-A			
Comprehensive e-Pension Application for the Employees' of recognized and State aided non-Government Institutions/ Organizations			
(Filled up by the Applicant)			
Employee Code		Application No.	
Name of the Institution/ Organisation		Date of e-Submission	
Personal Details			
Employee's Name		Father's Name	
Employee's Date of Birth		Gender	
Religion		Aadhar No.	
Identification Mark		Marital Status	
Spouse Name		Date of Birth of Spouse	Dead/Alive
Present Address			
Permanent Address			
Details of first approval of Appointment			
Date of first entry into any approved service			
Date of first Appointment in the Present Institution		Post held	
Memo No.		Memo Date	
Issued by			
Details of approval of Appointment in the present institution in the present post			
Present Post		With effect from	
Memo No.		Memo Date	
Issued by			
DCRB Scheme			
Fresh/ Revision Pension		Option to DCRB Scheme	
DCRB Option Date		Class of Pension applied for	
Details of Commutation of Pension			
Last Pay drawn/ to be drawn under ROPA		Last date of Service	
Commutation of Pension applied for (Yes/ NO)		Percentage/ Amount of Pension to be commuted	
Treasury/ Pension Disbursing Authority Details			
Treasury/ Pension Disbursing Authority			
Applicant Details			
Applied by		Relationship with the incumbent	
e-Mail ID		Mobile No.	
Other Information			
Joint/Single Photograph duly attested and attached		(Yes/ No)	
Specimen signature duly attested and attached		(Yes/ No)	
Nomination to DCRG furnished		(Yes/ No)	
Nomination to LTA of Pension furnished		(Yes/ No)	
List of family members furnished		(Yes/ No)	
List of Legal Heirs furnished		(Yes/ No)	
Whether any Court Case regarding pay and services is pending/ disposed off with Hon'ble High Court or any other Authority		(Yes/ No)	
If above is Yes, details are as follows			
Other enclosures, if any		(Yes/ No)	
If above if Yes, details are as follows			
I, Sri/ Smt. _____ hereby declare that if the amount of pension granted,			

afterwards is found to be in excess of that to which I am entitled under regulation, I shall be called upon to refund such excess.

I hereby declare that I have neither applied for nor received any Pension or Gratuity in respect of any portion of service included in this application and in respect of which Pension or Gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon.

LTI/ Signature of the Applicant

Name:

Last Post held by the Employee:

Institution/ Organization:

Part-B									
Form for Sanction of Pension and Gratuity									
(Filled by the Head of the Office / Competent Authority)									
Employee Code			Application No.						
Employee Details									
Employee's Name			Father's Name						
Employee's Date of Birth			Gender						
Religion			Last date of service						
Identification Mark			Marital Status						
Spouse Name			Date of Birth of Spouse			Dead/Alive			
Present Address									
Permanent Address									
Present Service Details									
Name of the Institution/ Organisation	Date of Coming under the Act of GoWB	Present Post	Appointment/ Approval Memo No.	Appointment/ Approval Memo Date	Issued by	Service from Date	Service to Date	Qualifying Service	
Period of Gross Service		Years		Months		Days			
Period of Non-Qualifying Service		Years		Months		Days			
Details of Non-Qualifying Service, if any									
Accepted Qualifying Service									
Years			Months		Days				
Educational Qualification									
Sl	Qualification	Year of Passing		University/ Board/ Council			% Obtained		
Pension Details									
Present Pay (Rs.) as on dd/mm/yyyy			Pay (Rs.) on the last date of service						
Percent/ Amount of Pension Commuted			Reduced Pension(Rs.)						
CPF Details									
Period of Contribution from date			Period of Contribution to date						
Amount Refunded (including Interest)			Rs.						
Mode of Transfer/ Refund (Challan/ Underdrawal)									
Challan No.		Challan Date		Amount Rs.					
Underdrawal Period from		Underdrawal Period to		Amount Rs.					
Details of Recovery of Overdrawal									
The excess drawal of pay and allowances amounting to Rs. _____ for reason _____ has been refunded by Challan / Underdrawal									
Challan No.		Challan Date		Amount Rs.					
Underdrawal Period from		Underdrawal Period to		Amount Rs.					
Nomination of DCRG (Normal)									
Sl	Name	Address	Age	Relation	Share	Contingency on happening of which nomination will become invalid		Approved by	
Nomination of DCRG (Alternative)									
SL	Name	Address	Age	Relation	Share	Approved by			
Family Pensioner's Details									
Sl	Name		Date of Birth		Relation				

Nomination of LTA (Normal)

Sl	Name	Address	Date of Birth	Relation	Adult/ Minor	Guardian's Name	Guardian's Address	Share	Contingency on happening of which nomination will become invalid	Approved by

Nomination of LTA (Alternative)

Sl	Name	Address	Date of Birth	Relation	Adult/ Minor	Guardian's Name	Guardian's Address	Share	Approved by

Certification

1. The entire period of service of Sri/Smt. _____ from dd/mm/yyyy to dd/mm/yyyy have been verified with reference to available records and found correct.
2. The employee is in service from dd/mm/yyyy to dd/mm/yyyy is/was continuous and without any break and duly approved by the competent authority.
3. The employee has no liability in respect of A) Overdrawls of salary. B) Loans and advance. C) Employer's share of CPF.
4. The employee will retire on superannuation on dd/mm/yyyy and his last working days at Institution will be dd/mm/yyyy.
5. The retiring/retired employee enjoyed medical leave __ day(s), half pay leave __ day(s), extra ordinary leave __ day(s), special leave __ days during his entire period of service.
6. No provisional pension has been sanctioned to the employee by the Pension Sanctioning Authority.
7. No provisional gratuity has been sanctioned to the employee by the Pension Sanctioning Authority.

Authenticated and Secured through DSC/ OTP by

Name:

Designation:

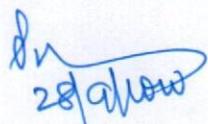
Part-C									
Pay Statement									
(Filled by the Head of the Office/ Competent Authority)									
Employee Code							Application No.		
Part-I									
Employee's Name							Employee's Date of Birth		
Post held							Date of first entry into approved service		
Date of appointment in the present Institution/ Organisation in present post							Last date of service		
Educational Qualification									
Exam Passing Year				Qualification			% Obtained		
Part-II									
Sl	Post	ROPA	Pay Scale	Date of Appointment	Pay	Date of termination of appointment	Reason for termination of appointment	Remarks	
Authenticated and Secured through DSC/ OTP by Name: Designation:									

Part-D			
Pay Certificate			
(Filled by the Head of the Office/ Competent Authority)			
Employee Code		Application No.	
Pay Certificate of Sri/ Smt. _____, _____ of _____ for the purpose of Pension /Gratuity/ Family Pension			
Pay			
A. The Basic Pay of Sri/ Smt. _____ as per ROPA _____ as on dd/mm/yyyy was Rs. _____ including Grade Pay of Rs. _____ per month in the scale of pay/ pay band of PB_ BP Rs. _____ - GP Rs. _____. Or The Basic Pay of Sri/ Smt. _____ as per ROPA _____ as on dd/mm/yyyy was Rs. _____ per month in level _____ as per pay matrix.			
B. His last increment before retirement in the aforesaid scale was due on dd/mm/yyyy which raised his pay to Rs. _____ per month up to the last date of his/ her service on dd/mm/yyyy.			
C. He/ She draws a special pay of Rs. _____ in addition to his basic pay in the aforesaid scale.			
D. (i) He draws the following elements viz. Band Pay Rs. _____, Grade Pay Rs. _____, Special Pay Rs. _____, D.A Rs. _____ Or Basic Pay Rs. _____ in level _____ as per pay matrix.			
(ii) He will draw/ has drawn the following elements on last day of the service which have been declared as pay for the purpose of pension and other retirement benefits. Band Pay Rs. _____, Grade Pay Rs. _____, Additional Grade Pay Rs. _____, Special Pay Rs. _____, DA As applicable Or Basic Pay Rs. _____ in level _____ as per pay matrix.			
Overdrawals of Pay and Allowances etc.			
Sri/ Smt. _____ had overdrawn an amount of Rs. _____ on account of _____ of which Rs. _____ has been already recovered and Rs. _____ shall be recovered up to the date of _____ leaving a balance of Rs. _____ as outstanding on the date of _____ to be recovered from Gratuity. All outstanding dues as on the date of _____ shall be recovered from the amount of Gratuity and relief on pension straightway by the Director of Pension, Provident Fund & Group Insurance.			
Authenticated and Secured through DSC/ OTP by Name: Designation:			

Part-E				
Order of Pension Sanctioning Authority				
(Filled by the Pension sanctioning Authority)				
Employee Code			Application No.	
E. Service satisfactory (Yes/ No)				
F. In the event of death of Sri/ Smt. _____ Family pension shall be payable as per table below as enhanced family pension upto dd/mm/yyyy and as normal family pension w.e.f dd/mm/yyyy.				
Sl	Name	Relationship		
G. (i) Retiring gratuity shall be payable to each of the following claimants				
Sl	Name	Relationship	Share	
(ii) Life Time Arrears of pension from dd/mm/yyyy to dd/mm/yyyy shall be payable as per table below				
Sl	Name	Relationship	Share	Adult/ Minor
H. A sum of Rs. ____ as has been found on examination of the pension papers is yet to be recovered and as such be adjusted from the final gratuity and arrear pension.				
I. Provisional Pension/ Provisional Family Pension Rs. ____ per month has been sanctioned vide Order No. ____ Dated dd/mm/yyyy.				
J. Provisional Gratuity/ Provisional Death Gratuity amounting to Rs. ____ sanctioned vide Memo No. ____ Dated dd/mm/yyyy.				
K. Ad-hoc relief has been sanctioned Rs. ____ per month for the period from dd/mm/yyyy to dd/mm/yyyy vide Order No. ____ dated dd/mm/yyyy				
The Pension and Gratuity are payable at _____. The order is subject to condition that if any amount of pension and/or Gratuity as authorised be afterwards found to be in excess of amounts which the pensioner is entitled under the scheme, he shall remain liable to refund such excess. Certified that: i. The qualifying service, for which the pension has been claimed, was rendered in the Institution(s)/ Organisation(s), which was/were recognised during the entire period of services so claimed. ii. Service(s) claimed have been verified and that the average emoluments have been correctly calculated.				
Authenticated and Secured through DSC/ OTP by Name: Designation:				

Copy forwarded for information and necessary action to, the: -

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 01.
2. Principal Accountant General (G&SSA), West Bengal, Treasury Buildings, Kolkata - 01.
3. Principal Secretary, School Education Department, Bikash Bhavan, Salt Lake, Kol - 91.
4. Principal Secretary, Mass Education Extension & Library Services Department, Bikash Bhavan, Salt Lake, Kol - 91.
5. Secretary, Finance (Pension) Department, Government of West Bengal.
6. Director of Local Bodies, West Bengal, Pura Prashasan Bhaban, DD - I, Salt Lake, Kolkata - 64.
7. Director of Pension, Provident Fund & Gratuity, West Bengal, Purta Bhaban, Salt Lake, Kolkata - 700 091.
8. Director, Directorate of Accounts (School Education), Bikash Bhavan, Salt Lake, Kol - 91.
9. Director, Directorate of Mass Education Extension, Bikash Bhavan, Salt Lake, Kol - 91.
10. Financial Advisor & E.O. Special Secretary, Department of Urban Development & Municipal Affairs.
11. Chairman / Chairperson, Board of Administrator / Administrator, _____
Municipality/Notified Area Authority, P.O. _____, District _____.
12. Commisioner, Asansol/ Bidhannagar/ Chandernagore / Durgapur/ Howrah / Siliguri Municipal Corporation,
P.O. _____, Dist.- _____.
13. District Magistrate, _____, P.O. _____, District _____.
14. Special Secretary, U D & M A Department.
15. Joint Secretary, Budget Wings/LSG Wings/Statutory Wings/e-Governance Cell, U D & M A Department.
16. Deputy Secretary, Municipal Affairs Branch, U D & M A Department.
17. Examiner of Local Accounts, West Bengal, Salt Lake, Kolkata -91.
18. Private Secretary to the Hon'ble Minister-in-Charge, U D & M A Department.
19. Sr. P.A. to Principal Secretary, U D & M A Department.
20. Guard file of Law & Statutory Wings, U D & M A Department.


28/9/2020
Joint Secretary to the Government of West Bengal