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DCRB Scheme

Death-cum-Retirement Benefit Scheme, 2009 for the
Employees of Calcutta University Institute Hall

MEMO NO. 1473-ICA dt. 4.05.2010

1. SHORT TITLE AND COMMENCEMENT.

- (1) This scheme shall be called Calcutta Universities Institute Hall Employees Death-cum-Retirement Benefits Scheme 2009.
- (2) They shall be deemed to have come into force with effect from 01.04.09

2. APPLICATION.

- (1) This scheme shall apply to
 - a. all whole-time employees (both permanent and temporary) who were in service on 01.04.09 but will not retire before coming into effect of these scheme and have not opted out of this scheme;
 - b. all whole-time employees (both permanent and temporary) who were appointed on or after 01.04.09 but will not retire before the publication of this scheme; and
 - c. all whole-time employees appointed after the publication of this Scheme.
 - d. In case of an employee who died after the date of effect but before the date of publication of the approved scheme, the terminal benefits may be settled on the basis of the application made by the spouse.

3. DEFINITIONS

- (a) For calculation of Pension and family pension :-
 - (i) Emoluments for Pension/Family Pension : Pay in the Pay Band plus Grade Pay.
 - (ii) Emoluments for Gratuity : Pay in the Pay Band with Grade Pay plus dearness allowance actually drawn by the employee.
- (b) "Pension Sanctioning Authority" means the Secretary, Calcutta Universities Institutes Hall.
- (c) "Competent Authority": means the Appointing Authority.
- (d) "Employee" means a person appointed by the Institute Hall as a whole-time employee both permanent and temporary.
- (e) "State Govt." means the Government of West Bengal.

(ii) If the option is not exercised by an individual employee within the time limit referred to above, it will be deemed that he has not opted for coming under the Death-cum-Retirement Benefit Rules, 2009.

J.V.A. (iii) An employee who was in service on the date of issuing the aforesaid notice, but could not exercise option within the prescribed time limit due to death shall be deemed to have opted for the Contributory Provident Fund.

(iv) The option once exercised will be final.

B J.V.A. Any person appointed after the publication of these Scheme will come under these Scheme automatically and exercise of option in this case is not necessary.

5. SERVICE QUALIFYING FOR PENSION:

(a) Continuous temporary or officiating service of a whole-time employee shall count as qualifying service provided it is followed, without interruption, by confirmation in the same or another post in the Calcutta Universities Institute Hall.

(b) Temporary whole-time employees rendering continuous service for ten years or more will be granted pension as admissible to permanent employees under the Scheme.

(c) All periods of authorized leave including extra-ordinary leave without pay on Medical Certificate shall count as qualifying service.

(d) Period of suspension followed by re-instatement shall count as qualifying service provided it is treated as duty by the competent authority; otherwise it shall not count as qualifying service. || 4

(e) The re-instating authority is required to state specifically in the order stating the Hall's employees whether such period shall count as qualifying service or not.

(f) The period of break in service of an employee even though condoned shall not count as qualifying service.

(g) Break in qualifying service of an employee for a period exceeding 12 months shall entail forfeiture of his past service unless the break is condoned by the competent authority.

Before sanctioning any condonation, the following conditions required to be fulfilled namely:

(i) the break has been caused by reason beyond the control of the employee concerned; and

(ii) the service preceding the break should not be less than five years.

- (f) "Leave" means any kind of leave admissible to an employee under the Calcutta Universities Institute Hall as admissible to the Govt. employee.
- (g) "Service Book" means the document, which contains all records of service of an Employee.
- (h) "Pension" except when the term "Pension" is used in contradistinction to Gratuity includes gratuity.
- (i) "Family" includes the following relatives of an employee, namely-

(1) For the purpose of death gratuity :-

- (i) Wife in case of a male employee.
- (ii) Husband in case of a female employee.
- (iii) Sons including step-sons.
- (iv) Unmarried and widowed daughters including step-daughters.
- (v) Adopted son/daughter
- (vi) Brothers below the age of 18 years and unmarried or widowed sisters.
- (vii) Father.
- (viii) Mother.

(2) For the purpose of a Family Pension-

- i. Wife in the case of a male employee,
- ii. Husband in the case of female employee.
- iii. Minor sons including adopted sons, upto the age of 25 years.
- iv. Un-married minor daughters including adopted daughters, upto the age of 25 years.
- v. Dependent parents.

Note: Adoption or marriage after retirement will not be recognized for the purpose of family pension.

(j). "Year of Service" means a completed year of service beginning from the date of entry of an employee in the regular establishment of the Calcutta Universities Institute Hall.

(k) "Audit Officer" means the Director of Pension, Provident Fund & Group Insurance West Bengal, Purta Bhawan, Salt Lake, Kolkata.

4. EXERCISE OF OPTION:

- A (i) Every employee who was in service on or after 01.04.09 and who is in service and willing to come under these rules will have to exercise option, in writing, in the prescribed pro-forma as per Annexure-I within 1 (one) month from the date of issue of notice by the Calcutta University Institute Hall, immediately after publication of the Scheme and furnish his photograph at the time of option provided that in the case of an employee, who is on leave or on deputation or on foreign service or under suspension on the date of issue of the notice in the regard, the said option shall be exercised not later than 1 (one) month of the date of his return from such leave, deputation, foreign service or on resumption of duty after suspension, as the case may be.

(h) An employee who is suspended as a measure of penalty and not dismissed or removed but is re-instated on appeal is entitled to count his past service.

(i) The period of break in service of an employee between the date of dismissal or removal and the date of re-instatement shall not count as qualifying service unless such period is treated as duty or leave by a specific order of the authority which passed the order of re-instatement.

(j) Qualifying service for pension shall be counted upto the date of Superannuation or date preceding the date of voluntary retirement. The period of service rendered on re-employment after attainment of age of superannuation shall not be considered as qualifying service (for the purpose of this Scheme the date of superannuation shall be reckoned from the date of birth).

(k) Any service of an employee before completion of his 18 years of age shall not count as service.

6. PERIOD OF LEAVE:

All periods of leave will count as service qualifying for pension. Provided that Extraordinary Leave without sanctioned on any ground other than medical ground shall not count as service for pensionary benefits.

7. DATE OF RETIREMENT:

When an employee is required to retire, on attaining a specified age, the date on which he attains that age shall be reckoned as a non-working day and the employee shall retire, with effect from and including that day.

8. ELIGIBILITY FOR PENSION:

Subject to satisfactory service, an employee shall be entitled to pension provided that the employee concerned has completed at least ten years of qualifying service in the following cases:-

- (i) On attaining the age of superannuation, or
- (ii) On voluntary retirement after completing 20 years of qualifying service.
- (iii) On being declared permanently incapacitated for further service by the Medical Board duly authorized or nominated by the Pension Sanctioning Authority, or
- (iv) On termination of service due to abolition of permanent post.

EXPLANATION:**For the purpose of this Schemes**

(a) a departmental proceedings shall be deemed to have been instituted on the date on which the statement of charges is issued to the officer or pensioner or if the officer is placed under suspension from an earlier date, on such date and

(b) A judicial proceeding shall be deemed to have been instituted:

- (i) In the case of criminal proceeding on the date on which the complaint or report of Police Officer, on which the Magistrate takes cognizance is made; and
- (ii) In the case of a civil proceeding on the date on which the complaint is presented or, as the case may be, an application is made to Civil Court.
- (iii) Where any departmental or judicial proceeding is instituted or where a departmental proceeding is continued against an Officer who has retired on attaining the age of compulsory retirement or otherwise, he shall be paid during the period commencing from the date of his retirement to the date on which, upon conclusion of such proceeding, final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of his retirement or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed under suspension but no gratuity or death-cum-retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.
- (iv) Payment of provisional pension made under clause (iii) shall be adjusted against final retirement benefits sanctioned to such officer upon conclusion of the aforesaid proceeding. No recovery shall be made where the pension finally sanctioned is less than the amount of provisional pension or the pension is reduced or withheld (either permanently or for a specified period).

Note :

The grant of pension under this Scheme shall not prejudice the operation of Schemes-11 and 15 (d) when final pension is sanctioned upon conclusion of the proceeding.

12.

CLASSIFICATION OF PENSION:

Pensions are divided into the following four classes, namely-

- a) Compensation Pension,
- b) Invalid Pension,
- c) Superannuation Pension,
- d) Retiring pension,

5

9. WITHHOLDING OF PENSION IN CASE OF CONVICTION AND MISCONDUCT.

Future good conduct shall be an implied condition of every grant of Pensioners. The Pension sanctioning authority may by order in writing withhold or withdraw a pension or part thereof whether permanently or for a specified period, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct.

10. WITHHOLDING OF PENSION TO MEET ANY SUM DUE TO CALCUTTA UNIVERSITY INSTITUTE HALL

The pension of an officer may be withheld in whole or in part under an order of the Hall passed not later than four years after the date of retirement to meet any sum due under the liability incurred by such officer to the Institutes.

11. RIGHT OF THE CALCUTTA UNIVERSITY INSTITUTE HALL TO WITHHOLD PENSION IN CERTAIN CASES.

The Institutes reserves to itself the right of withholding or withdrawing the pension or any part of it whether permanently or for a specified period and the right of ordering the recovery from a pensioner of the whole or part of any pecuniary loss caused to the Institutes, if the employee/pensioner is found in a departmental or judicial proceeding to have been guilty of grave misconduct or negligence during the period of his service, including service rendered on re-employment after the retirement :

Provided that -

(a) Such departmental proceeding if instituted while the officer was in service whether before his retirement or during his re-employment shall after the final retirement of the officer be deemed to be a proceeding under this Scheme and shall be continued and concluded by the authority by which it was commenced in the same manner as if the officer had continue in service.

(b) Such departmental proceedings, if not instituted while the officer was in service before his retirement or during his re-employment -

(i) Shall not be instituted save with the sanction of the Institute Hall with prior consultation with Government.

(ii) Shall not be in respect of any event which took place more than four year before such institution and shall be conducted by such authority and in such place as the Institutes may direct and in accordance with the procedure applicable to the departmental proceedings in which an order of dismissal from service could be made in relation to the officer during his service.

© No such judicial proceeding, if not instituted while the officer was in service whether before his retirement or during his re-employment shall be instituted in respect of the cause of action, which arose, or an event, which took place more than four years before such institution.

5

- © A pension admissible to an employee shall be fixed and paid in rupees and in India.
- (d) (i) A full pension admissible is not to be given as a matter of course unless the service rendered has really been approved by the Pension Sanctioning Authority.
- (ii) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper provided that no order of reduction shall be made without the approval of the appointing authority;

Provided further that for the purpose of reduction of the pension, or gratuity or both the pension sanctioning authority shall serve upon the pension conce a notice specifying the reduction proposed to be made in such amount and the ground therefore, and call upon such person to submit within fifteen days of the receipt of the notice or such further time as may be allowed by that authority such representation as such person may wish to make against the proposed reduction and take into consideration the representation if any, submitted by such person before passing the final order.

Note:-

- (a) No pension shall be liable to seizure, attachment or sequestration by process of Court of India at the instance of the creditor for any demand against the pensioner.
- (b) The measure of the reduction in the amount of pension should be the extent by which the employees' service as a whole has failed to reach a thoroughly satisfactory standard, and any attempt to equate the amount of reduction with the amount of loss caused to the Institutes is incorrect.
- © The service of an employee against whom a charge of corruption has been proved whether in a specific case or by any presumption based on recorded facts cannot be considered to be thoroughly satisfactory within the meaning of this Schemes. Any action under this Schemes should, however, be taken only after a charge or corruption has been proved.
- (d) The maximum and minimum monthly pension shall be Rs.20,600/- and Rs.3300/- respectively.

14. THE AMOUNT OF GRATUITY IS REGULATED AS FOLLOWS:

(i) GRATUITY:

- a) For less than 10 years service @ $\frac{1}{4}$ of emolument last drawn for each six monthly period of service but, no pension is admissible. For service of 10 years or more the rate of gratuity is $\frac{1}{4}$ of the emoluments for each completed six monthly period of service subject to a maximum $16\frac{1}{2}$ times of emoluments. The maximum monetary ceiling of Gratuity is, however, Rs.3,55,000 lakh (Rupees three lakh fifty five thousand) only.

for Rs. 200000?

- (a) Compensation pension: An employee is entitled to receive compensation pensionary benefits for the satisfactory service he has rendered if he is discharged on abolition of the permanent post held by him. Provided that an employee is not entitled to receive compensation pension for his service he had rendered, if he accepts any other appointment where his previous service may be counted.

An employee is not entitled to receive compensation pension for loss of appointment on discharge after the completion of a specified terms of service. Reasonable notice, not less than three months, should be given to an officer in permanent employment before his services are dispensed with on the abolition of the office. If, in any case, notice of at least three months is not given and the officer had not been provided with any other employment on the date of which his services are dispensed with, then, with the sanction of the authority competent to dispense with the officer's services, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him in addition to the pension to which he may be entitled under the rule but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice.

- (b) An invalid pension is awarded on retirement from service to an employee who by bodily or mental infirmity is permanently incapacitated for service. An employee applying for an invalid pension shall submit a medical certificate from the Medical Board or from the Presidency Surgeon or a Medical Officer of equivalent status nominated or authorized by the Pension Sanctioning Authority, no invalid pension is admissible to an employee if it is certified by the medical officer that the incapacity is directly due to irregular or intemperate habits, which refer to incapacity on account of drug habit or on account of diseases resulting from immoral habits.
- (c) Superannuation pension is granted to an employee who is required to retire at the age of 60 years or as specified by Government.
- (d) A retiring pension is admissible for an employee who is allowed to retire as per his prayer after completing at least 20 (twenty) years satisfactory qualifying service.

13. RATE OF PENSION:

- (a) The amount of pension shall be at the rate of 50% of last pay in all cases who has completed at least 20 years satisfactory qualifying service. Proportionate reduction in pension will be made for the service less than 20 years. ✓
- (b) The amount of monthly pension payable monthly shall be expressed in whole rupee and where the pension calculated according to these Schemes contains a fraction of a rupee it shall be rounded off to the next higher rupee provided the maximum pension provided in Schemes shall not be increased thereby. ✓

© A pension admissible to an employee shall be fixed and paid in rupees and in India.

(d) (i) A full pension admissible is not to be given as a matter of course unless the service rendered has really been approved by the Pension Sanctioning Authority.

(ii) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper provided that no order of reduction shall be made without the approval of the appointing authority;

Provided further that for the purpose of reduction of the pension, or gratuity or both the pension sanctioning authority shall serve upon the pensioner a notice specifying the reduction proposed to be made in such amount and the ground therefore, and call upon such person to submit within fifteen days of the receipt of the notice or such further time as may be allowed by that authority such representation as such person may wish to make against the proposed reduction and take into consideration the representation if any, submitted by such person before passing the final order.

Note:-

(a) No pension shall be liable to seizure, attachment or sequestration by process of Court of India at the instance of the creditor for any demand against the pensioner.

(b) The measure of the reduction in the amount of pension should be the extent by which the employees' service as a whole has failed to reach a thoroughly satisfactory standard, and any attempt to equate the amount of reduction with the amount of loss caused to the Institutes is incorrect.

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(d) The maximum and minimum monthly pension shall be Rs.20,600/- and Rs.3300/- respectively.

14. THE AMOUNT OF GRATUITY IS REGULATED AS FOLLOWS:

(i) GRATUITY:

a) For less than 10 years service @ $\frac{1}{2}$ of emolument last drawn for each six monthly period of service but, no pension is admissible.

For service of 10 years or more the rate of gratuity is $\frac{1}{4}$ of the emoluments for each completed six monthly period of service subject to a maximum $16\frac{1}{2}$ times of emoluments. The maximum monetary ceiling of Gratuity is, however, Rs.3,55,000 lakh (Rupees three lakh fifty five thousand) only.

17. RELIEF ON PENSION/FAMILY PENSION :-

In addition to Pension / Family Pension "Relief" calculated on pension/family pension is admissible at the rate and with effect from the date as may be prescribed with prior consultation with the State Government from time to time.

DETERMINATION OF PENSION DURING RE-EMPLOYMENT:

No employees shall draw pension in addition to any pay that may be given to him if he is re-employed after retirement in the same post as held by him/her immediately before retirement. If, however, he/she is re-employed in any other post the authority competent to sanction his/her pension shall determine after prior consultation with the State Government the amount of pension, if any, that may be admissible to him/her in addition to the pay given to him/her during re-employment.

18. DEATH GRATUITY:

Death Gratuity-(a) When an employee dies while in service, a death gratuity as prescribed in Schemes shall be paid to the nominee or nominees of the deceased employee or to the surviving members of his family as defined in Regulation 3(i)(1).

(b) When an employee who has become eligible for pension and retiring gratuity as shown under Scheme dies within five years from the date of retirement and the sum actually received or payable to the members of his family on account of pension and retiring gratuity is less than the amount which would have been admissible as death gratuity had he died on the date of retirement, the difference between these two sums shall be paid as gratuity to the person or persons on whom the right to receive the gratuity is conferred under Schemes, or if there be no such person, to the members of his family.

The benefit shall not be admissible if the employee had commuted a portion of his pension.

19. NOMINATION:

(1) Any employee to whom this Schemes applies may provided he had completed one year qualifying service make a nomination in writing in the prescribed form conferring one or more persons the right to receive the death gratuity that may be sanctioned under Schemes 14(ii).

Provided that if, at the time of making nomination the employee has a family the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If an employee nominates more than one person under sub-para (1) he shall specify in the nomination the amount of shares payable to each of the nominees in such manner as to cover the whole amount of gratuity.

(3). An employee may provide in a nomination -

(a) that in respect of any specified nominee, in the event of his predeceasing

(ii) DEATH GRATUITY in case of death in harness.

<u>Length of Qualifying Service</u>	<u>Rate</u>
i) Less than one year	2 times of the amount reckonable as Gratuity,
ii) One year or more but less than 5 years.	6 times of the amount reckonable as Gratuity,
iii) 5 years or more but less than 20 years	12 times of the amount reckonable as Gratuity
iv) 20 years or more	Half of the emoluments for gratuity for every completed six monthly period of service subject to a maximum of 33 times of the emoluments provided that the amount of death-gratuity shall, in no case exceed Rs.3.55 lakh (Rupees three lakh fifty five thousand only).

15. Subject to the provision of Scheme 10 pension once sanctioned after final assessment should not be revised to the disadvantage of the employee unless such revision becomes necessary on account of detection of clerical errors subsequently;

Provided that no revision of pension to the disadvantage of the pensioner shall be ordered by the pension sanctioning authority without sanction of the competent authority if the clerical error is detected after a period of two years from the date of sanction of pension.

For the purpose of Sub-Schemes (1) the employees concerned shall be served with a notice by the pension sanctioning authority for requiring him to refund the excess payment so made within a period of two months from the date of receipt by him of the notice. On his failure to comply with the notice the authority sanctioning the pension shall order that such excess payment shall be adjusted by short payment of pension in future in one or more instalments as the said authority may order.

16. PROVISIONAL PENSION AND GRATUITY:

(a) Where finalization of pension is detained for some reasons other than for no fault on the part of retiring Calcutta Universities Institute Hall employee, provisional pension at the rate of 100% of pension calculated on the basis of available information and provisional gratuity, after withholding of 10% or Rs.10,000/- of the gratuity, whichever is less and also deducting dues to the University Hall, if any, shall be sanctioned and payable for a period of maximum 12 months to the retired University Hall employee subject to furnishing a written undertaking by him to the effect that the amount of pension and/or gratuity so sanctioned is subject to revision and any amount so paid in excess of what he may be eventually found entitled is refundable.

(b) In no case the provisional pension shall continue beyond twelve months.

at 100% For Pension
for 12 months only
for Provisional Gratuity
after withholding
10% or Rs.10,000/-
of the gratuity.

employee is under suspension the period whereof does not count as service the aforesaid period of suspension should be dis-regulated in the calculation of emolument and emolument drawn prior to this period shall be taken into account. If the emolument of an employee have been reduced otherwise than as a penalty, so reduced subject to the approval of Administrative Department.

RATE OF FAMILY PENSION IN CASE OF DEATH OF AN EMPLOYEE WHILE IN SERVICE.

a) In case of death of an employee while in service Family Pension at enhanced rate is admissible for a period of seven years from the date of death or upto the date on which the deceased employee would have attained the age 67 years and he survived, whichever period is less. The Family pension payable will be at such rate not exceeding fifty percent of the pay last drawn, as the Institutes may direct, subject to a maximum of Rs.12,360/- (Rupees twelve thousand three hundred sixty only) only per month provided that the said benefit will not be admissible if the employee had put in less than seven years continuous service.

b) In the event of death of an employee after retirement, the family pension at the enhanced rate as admissible under the above paragraph shall also be payable upto the date on which the deceased employee would have attained the age of 67 years had he survived or seven years, whichever period is less, but in no case the amount of family pension shall exceed the original pension sanctioned to the employee at the time of retirement.

NOTE : The method of determining the amount of family pension payable in case of death of an employee while in service shall be calculated as follows :

Pension payable at the rate of family pension shown in Schemes 23 ibid should first be calculated by applying the minimum and maximum limits. The resultant amount or

50 percent of the Basic pay last drawn, whichever is less, is the amount of family pension at enhanced rate admissible in case of death of an employee.

21.

PERIOD DURING WHICH FAMILY PENSION IS ADMISSIBLE:

Subject to the provision made in respect of family pension payable to one member of the family, according to the preference shown below.

- (a) In the case of widow/widower upto the date of death or re-marriage, whichever is earlier.
- (b) In case of son until attains the age of 25 years.
- (c) In case of unmarried daughter until she attains the age of 25 years or marriage, whichever is earlier.

NOTE:

Where an employee is survived by more than one widow, the Family Pension shall be paid to them in equal shares, provided the second marriage is valid in the eye of Law. On the death of a widow her share of the pension shall become payable to her eligible minor child. If at the time of her death of widow leaves no eligible minor child the payment of her share of pension shall cease.

the employee, the right conferred upon that nominee shall pass to such other member of the employee's.

- (b) family as may be specified in the nomination, and
- (c) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(4) The nomination made by an employee who has no family shall become invalid on his subsequently acquiring a family.

(5) An employee may at any time cancel a nomination by sending a notice in writing and the employee shall along with such notice send a fresh nomination made in accordance with this Schemes.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of sub-paragraph (3) or on the occurrence of any event by reason of which the nomination become invalid in pursuance of clause (b) of that sub-paragraph, or sub-paragraph (4), the employee shall send a notice in writing formally canceling the nomination, together with a fresh nomination made in accordance with this paragraph.

(7) Every nomination made and every notice of cancellation given by an employee under the paragraph shall be sent to the pension sanctioning authority who shall immediately on receipt of a nomination, countersign it indicating the date of receipt and get the same pasted in the Service Book / Service Record.

(8) Every nomination made and every notice of cancellation given by an employee shall to the extent that it is valid take effect on the date on which it is received by the authority mentioned in sub-paragraph(7).

20. FAMILY PENSION :

- a. Family Pension is admissible to the members of the family of an employee who has rendered at least one year's service and who dies while in service. ✓, ✓, ✓
- b. The benefit shall also be admissible in case death of employee after retirement if at the time of death the employee concerned was in receipt of a compensation, invalid, retiring or superannuation pension.

Rate of Family Pension : 30% of emoluments as defined in Schemes subject to a minimum of Rs.3300/- p.m. and a maximum Rs.12,360/-

NOTE :

Pay for the purpose of calculation of family pension means the pay as defined which the employee was drawing on the date of his death while in service or immediately before retirement. If on the date of his death while in service or immediately before his retirement, an employee has been absent from duty on leave, other than extraordinary leave, pay means the pay which the employee would have drawn had he not processed on such leave. The amount of family pension shall not be increased on account of increase in pay not actually draw but only increments falling due within the admissible period of leave up to the date of death of retirement as the case may be, shall be taken into account. If however, on the date of death or retirement, and

3. RATE OF REVISED COMMUTED VALUE FOR A PENSION OF Re.1 PER ANNUM:

Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation value expressed as number of year's purchase	Age on next birthday	Commutation Value Expressed as number of Year's purchase
20	9.188	41	9.075	62	8.993
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.220
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

24.

PROCEDURE RELATING TO APPLICATION FOR SANCTION OF PENSION:

Calcutta University Institute Hall shall have a list of employee/employees who are going to retire within 24 months and that list will be verified twice a year, i.e. on 1st January & 1st July who would retire within the next 30 months and sent one copy of the same to Director of Pension Provident Fund & Gratuity (DPPG), West Bengal.

A notice shall be issued to retiring employee under the Institute Hall 24 months in advance from the date of superannuation along with the notice Form of application of pension, Form for commutation of pension, Form for nomination for payment of life time arrear as well as Form of application for withdrawal of pension through public sector Bank in Kolkata with direction to submit the same Forms along with other documents as indicated in the Form one year in advance from the date of superannuation.

On receipt of application along other documents from retiring employee the Head of Office shall start the work of preparation of pension paper in the Comprehensive Form an in annexure-I eight month in advance from date of

22. DATE OF EFFECT OF FAMILY PENSION

Family pension shall take effect from the day following the date of death of an employee.

23. FAMILY PENSION PAYABLE TO ONE MEMBER OF THE FAMILY:

Subject to the provisions contained in the note under scheme 24, the family pension awarded under this Schemes shall not be payable to more than one member of the employee's family at the same time. It shall first be admissible to the widow(s)/widower and then to the minor children and thereafter to mother and lastly to father. In the event of re-marriage or death of the widow/widower the family pension shall be granted to the minor children through their natural guardian if required. In disputed cases, however, payments shall be made through a legal guardian.

Note:

Payment of family pension will not be any bar if at the time of entitlement the widow or widower or unmarried daughter or son happens to be employed anywhere. Claim for family pension should be preferred in the manner as laid down in annexure IV and V.

(1) COMMUTATION OF PENSION

- 1) Eligibility : Every Pensioner is eligible to commute a portion of his monthly pension for a lump sum payment which is the commuted value of that portion of pension. An employee or pensioner against whom departmental or judicial proceedings are pending is not eligible to commute a portion of his pension till completion of such proceedings.
- 2) Amount Admissible : Not exceeding 40% monthly pension. Any fraction in the amount offered for the commutation will be ignored.
 - i) Commutation without Medical Examination: Persons in receipt of pension can commute upto 40% of their pension without undergoing medical examination, if they apply for commutation before expiry of one year reckoned from the date of retirement in case of Superannuation Pension, Retiring Pension and Compensation Pension.
 - ii) Commutation of Pension with Medical Examination: All pensioners applying for commutation after one year from the date of retirement are required to be medically examined and declared fit by the appropriate medical authority.
 - iii) An employee applying for commutation of pension will have no option to withdraw his application..

(2) SANCTIONING AUTHORITY:

The Sanctioning Authority means the authority competent to make appointment to the post held by the retiring employee.

superannuation. He shall simulataneously prepare a pay statement in a proforma in Annexure-II and also prepare a calculation sheets showing admissible Pension and Gratuity of the retiring employee and Family Pension where, applicable.

The Head of Office shall send the pension papers complete in all respect to the DPPG, West Bengal, Purta Bhavan, Kolkata along with enclosures as mentioned in the Comprehensive Form six months in advance from the date of superannuation of the employee for issue of pension payment order, authority for payment of retiring gratuity pension, if any.

On receipt of pensioner's copy of the intimation letter regarding issue of pension payment order from the DPPG, West Bengal and the authority for the payment of gratuity and commuted value of pension, the Head of Office if he himself is the Drawing and Disbursing Officer in respect of the establishment to which the Hall employee belongs shall prepare a bill immediately in the Bill Form issued for payment of retiring gratuity and commuted value of pension as authorised by DPPG, West Bengal and submit the same to the Pay & Accounts Officer with the instruction to issue cheque(s), not encashable before the first working day following the date of superannuation of Hall employee.

The cheques for gratuity and commuted value of pension shall be handed over by the Head of Office to the retiring Institute Hall employee along with pensioner copy of intimation letter regarding issue of Pension Payment Order already received from the DPPG, West Bengal at the close working day.

25.

NO DEMAND CERTIFICATE:

In order to avoid withholding of pension to meet any sum due to the Institutes, every application for pension must be supported by a "No Demand Certificate" from the Head of Office to which the applicant is attached indicating that no sum is due to the Institutes.

26.

INTERPRETATION:

The power of interpreting these scheme is reserved to the Calcutta University Institute Hall with prior consultation with the State Government.