

Pension Revision R (28)
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GOVERNMENT OF WEST BENGAL
Department of Panchayats and Rural Development
Joint Administrative Building, Block HC-7, Sector III, Salt Lake, Kolkata 700106

No. 2331./PN/O/III/2E-01/2020

Date: 27.4.2020

MEMORANDUM

Subject : Revision of pension / family pension, gratuity and commutation of pension of post 01.01.2016 pensioners of Panchayat bodies of this State.

The undersigned is directed to state that the question of modification of rules granting pensionary benefits to the Panchayat employees consequent on the revision of Pay and Allowances of the employees of the Panchayat Raj Institution of this State following West Bengal Service (Revision of Pay and Allowance) Rules, 2019 has been under consideration of the Government.

After careful consideration of the matter, the Governor has been pleased to decide that the pensionary benefits in respect of the Panchayat employees of this State who retire after coming into force of the revision of Pay and Allowances of the employees of the Panchayat Raj Institution of this State following West Bengal Service (Revision of Pay and Allowance) Rules, 2019 and whose pay has been fixed under the said rules actually or in whose favour such revised pay has been allowed notionally shall be determined as follows:-

A. Pension

(i) A Panchayat employee retiring in accordance with the provisions of Death-cum-Retirement Benefit Schemes, 1985 and before completion of minimum qualifying service of ten years shall not be entitled to pension, but he shall continue to be entitled to gratuity.

(ii) A Panchayat employee who has rendered a minimum qualifying service of 20 (twenty) years, pension shall be paid at 50% of the last basic pay drawn. For Panchayat employees who at the time of retirement have rendered qualifying service for 10 (ten) years or more but less than 20 (twenty) years, proportionate reduction shall be made while calculating the amount of pension.

(iii) The existing maximum amount of monthly pension of Rs. 24,050/- (Rupees twenty four thousand fifty) only per month as laid down in Memo. No. 3942/PN/O/III/2P-39/09 dated 03.09.2009 shall be raised to Rs. 62,150/- (Rupees sixty-two thousand one hundred fifty) only per month.

(iv) The existing minimum amount of monthly pension / family pension of Rs. 3300/- (Rupees three thousand three hundred) only as laid down in Memo. No. 3942/PN/O/III/2P-39/09 dated 03.09.2009 shall be raised to Rs. 8500/- (Rupees eight thousand five hundred) only per month.

(v) Additional Pension

The quantum of pension available to the old pensioners shall be increased with effect from 01.01.2016 to 31.12.2019 notionally with actual effect from 01.01.2020 as indicated in the following table:

Age of Pensioners	Additional Quantum of Pension
✓ From 80 years to less than 85 years	20% of the basic pension ✓
✓ From 85 years to less than 90 years	30% of the basic pension ✓
✓ From 90 years to less than 95 years	40% of the basic pension ✓
✓ From 95 years to less than 100 years	50% of the basic pension ✓
100 years or more	100% of the basic pension ✓

The Pension Sanctioning Authority shall ensure that the date of birth and the age of pensioner is invariably indicated in the Single Comprehensive Form to facilitate the Director of Pension, Provident Fund and Group Insurance, West Bengal to record the same in the Pension Payment Order (P.P.O.) to be issued in favour of the pensioners for payment of additional pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension will be shown distinctly in the P.P.O.

The additional quantum of Pension / Family Pension, on attaining the age of 80 years and above, would be admissible from the 1st day of the month in which his date of birth falls.

B. Family Pension

- (i) Family pension shall be calculated @ 30% of the basic pay drawn last actually or notionally under revision of Pay and Allowances of the employees of the Panchayat Raj Institution of this State following West Bengal Service (Revision of Pay and Allowance) Rules, 2019. The maximum ceiling of family pension of Rs. 14,430/- (Rupees fourteen thousand four hundred thirty) only per month as laid down in Memo. No. 3942/PN/O/III/2P-39/09 dated 03.09.2009 shall be raised to Rs. 37,290/- (Rupees thirty-seven thousand two hundred ninety) only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

8500 - 37,290/-

(ii) Additional Family Pension

In addition to the Family Pension calculated in para (i) above, the quantum of family Pension available to the old Family Pensioners shall be increased with effect from 01.01.2016 to 31.12.2019, notionally with actual effect from 01.01.2020 as indicated in the following table:

Age of Family Pensioners	Additional quantum of family pension
From 80 years to less than 85 years	20% of the basic family pension ✓
From 85 years to less than 90 years	30% of the basic family pension ✓
From 90 years to less than 95 years	40% of the basic family pension ✓
From 95 years to less than 100 years	50% of the basic family pension ✓
100 years or more	100% of the basic family pension ✓

Gratuity

The maximum amount of Death / Retiring Gratuity of Rs. 4,15,000/- (Rupees four lakh fifteen thousand) only as laid down in Memo. No. 3942/PN/O/III/2P-39/09 dated 03.09.2009 shall be raised to Rs. 8,30,000/- (Rupees eight lakh thirty thousand) only.

The rates for payment of death gratuity shall be revised as under:

Length of Qualifying Service	Rate of Death Gratuity
Less than 1 (one) year	2 times of last drawn monthly emoluments
1 (one) year or more but less than 5 (five) years	6 times of last drawn monthly emoluments
5 (five) years or more but less than 11 (eleven) years	12 times of last drawn monthly emoluments
11 (eleven) years or more but less than 20 (twenty) years	20 times of last drawn monthly emoluments
20 (twenty) years or more	Half of the last drawn monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of last drawn monthly emoluments

D. Commutation of Pension

- A Panchayat employee shall continue to be entitled to commute for a lump sum payment upto 40% of his pension.
- In the case of those pensioners who retired after 01.01.2016 but prior to 01.01.2020 shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay / pension on implementation of the recommendations of the Sixth Pay Commission.

E. Regulation of the cases of pensioners/family pensioners during the period from 01.01.2016 to 31.12.2019

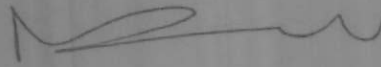
- The Pension Sanctioning Authority (PSA) will sanction Revised Pension/Family Pension, balance Amount of Revised Death/Retiring Gratuity and Commuted Value of Pension in Annexure-II (Format for sanction of Revised Pension, Revised Gratuity and Commuted Value of Pension)/ Annexure-III (Format for sanction of Revised Family Pension and Revised Death Gratuity) in the Revised Formats annexed herein and send the same to Director of Pension, Provident Fund and Group Insurance, West Bengal for issuance of Revised PPO with copy to the Pension Disbursing Treasury /Public Sector Banks in Kolkata.
- Pension Disbursing Treasury in districts/Public Sector Banks in Kolkata shall on receipt of sanction in Annexure- II/III (as the case may be) state disbursement of Revised Pension/Family Pension provisionally w.e.f. 01.01.2020.
- On the basis of revised Annexure-II/III from PSA, Director of Pension, Provident Fund and Group Insurance West Bengal being the 'Audit Officer' shall issue 'Revised Pension Payment Order (PPO)' for Payment of balance amount of Revised Retiring Gratuity /Death Gratuity, Commuted Value of Pension and Revised Pension/Family Pension w.e.f. 01.01.2020.

- (iv) On the basis of Revised PPO issued by Director of Pension, Provident Fund and Group Insurance West Bengal, Pension Disbursing Treasury /Public Sector Banks in Kolkata shall draw and disburse the balance amount of Revised Retiring/Death Gratuity and Additional Commuted Value of Pension.
- (v) Pension Disbursing Authority shall after making payment of Additional Commuted Value of Pension on the basis of Revised PPO issued from Director of Pension, Provident Fund and Group Insurance, West Bengal shall start deducting the 'Amount commuted additionally' w.e.f. from the 1st date of the month in which such Additional Commuted Value of Pension will be paid to the Pensioner. Such amount of additional commutation shall be restored after 15 years from the 1st date of the month of disbursement.
- (vi) The effective date for calculating the commuted value of additional commutation shall be considered the date on which Pensioner had already opted for commutation during retirement i.e. the age reckoned for calculation of Commuted Value of Pension at the time of original application.
- (vii) Pensioners who want to commute for the first time after coming into Revised Pay Structure as per WBS (ROPA) Rules, 2019 w.e.f. 01.01.2020 shall also be eligible to commute a part of the Revised Basic Pension subject to maximum 40 percent. In their case Commutation value expressed as number of years purchase for the age as on next birthday on or after 01.01.2020 shall be taken into account. Such commuted amount shall be restored after 15 years from the date of retirement. [Refer SL No.4 of Memo No.690-F(Pen) dated-30.12.2019]
- (viii) In cases where Pensioner/Family Pensioner is residing in other States, Director of Pension, Provident Fund and Group Insurance, West Bengal shall on receipt of sanction in Annexure-II/III (as the case may be) issue authority to the Other States for revision of Pension/Family Pension, Payment of balance amount of Revised Retiring/Death Gratuity, Commuted Value of Pension under special seal and signature of authorized officer.
- (ix) Pension Sanctioning Authority shall obtain the Date of birth of the Family Pensioner in Annexure-I at the time of receipt of application for revision of family pension and shall invariably include the same in the format of 'Sanction of Family Pension in Annexure-III. The documents already authorized vide Memo No.635-F(Pen) dated-14.07.2010 as proof of birth may be taken into consideration. However the Pension Disbursing Authorities shall also be eligible to extend the benefits of Additional Quantum of family Pension following the directions contained in Memo No.1025-F(Pen) dated-24.10.2010 in cases where the date of birth of the family pensioner will not be available in the original PPO as well as Revised PPO without referring the same to the Pension Sanctioning Authority further.
- (x) Director of Pension, PF and GI, West Bengal shall ensure that Revised PPOs are issued preferably within 30 (Thirty) working days from the date of receipt of sanction in Annexure-II/III from the Pension Sanctioning Authority. Similarly Pension Disbursing Treasuries/Public Sector Banks in Kolkata shall ensure the payment of balance amount of Revised Gratuity and Additional Commuted Value of Pension within 15 (fifteen) working days from the date of receipt of Revised PPO from Director of Pension, PF and GI, West Bengal and start deducting the 'Additional Amount of Commutation' as stated in SL No.VI above.
- (xi) The bills of Retiring/Death Gratuity and Commuted Value of Pension of those employees who will have retired/have died on or after 01.01.2020 after coming into the Revised Pay Structure w.e.f. 01.01.2020, shall however be drawn by the DDO of Pension Sanctioning Authority as usual on the

basis of Gratuity Payment Authority and Commuted Value of Pension Payment Authority to be issued by Director of Pension, Provident Fund and Group Insurance, West Bengal.

(xii) The relevant rules in the Death-cum-Retirement Benefit Schemes, 1985 shall be deemed to have been amended to the extent indicated in these orders. Formal amendments to the said rules will be made in due course.

(xiii) This is issued with the concurrence of Finance Department of this Government vide their Pension Branch U.O. No 40F(Pen) dated 17.03.2020.



Additional Chief Secretary to the Government of West Bengal

Application for revision of pension/family pension, gratuity and commuted portion of pension

1. (a) Name of the Panchayat pensioner :
/ family Pensioner
(in block letters)

- (b) Name of deceased Panchayat employee :
in case of family pensioners

- (c) Relationship in case of family pensioners :

2. Residential address with PIN Code :
(in block letters)

3. Date of birth of the Panchayat pensioner :
/family pensioner

4. (a) Date of retirement of the Panchayat pensioner :
(b) Date of death of Panchayat employees :
in case of family pensioner

5. No. and date of Pension Payment Order :

6. Amount of pension/ family pension :
Sanctioned

7. Amount of portion of pension commuted :

8. Amount of gratuity/deathgratuity Sanctioned :

9. Designation of the post held at the time of retirement:

10. Name of the office with address from which retired :

11. Band Pay Scale and Grade Pay of the post :
held at the time of retirement

12. Name of the Treasury / Bank from which the pension is being drawn :
13. (a) Name of the bank with address :
(b) Branch Code No. :
(c) Present Account No. :
(d) IFSC Code :
(e) MICR Code :
14. Option for getting revised commutation (Yes or No) :

The copy of Pension Payment Order (self attested) along with a copy of cancelled cheque is enclosed.

Date :

Signature of Panchayat employee/Family Pensioner

P.P.O. No.

Director of Pension, Provident Fund and Group Insurance,
West Bengal, Kolkata-700091

Sub: Sanction of Revised Pension, Gratuity and Commuted Value of Pension as per ROPA-2019 in terms of

Memorandum No. PN/O/III/2E- /2020, dated

- 1 Pension Payment Order (PPO) No
- 2 Name of the Panchayat Pensioner
- 3 Date of Retirement DD/MM/YYYY
- 4 Designation of the Panchayat employee at the time of retirement
- 5 (a) Last Basic Pay (Band Pay + Grade Pay) as per ROP A, 2009 on the date of retirement
- (b) Scale of Pay as per ROP A, 2009
- (c) Non-Practising Allowance (NPA), if any
- (d) Dearness Allowance @75 % on NP A
- 6 HRMS ID (if available)
- 7 Mobile No. of the Pensioner DD/MM/YYYY
- 8 Date of option to come under revised pay structure
- 9 (a) Basic Pay (BP+GP) as per ROP A, 2009 on the date of option :
- (b) Amount arrived at by multiplying the Basic Pay drawn as per ROP A, 2009 on the date of option by 2.57 & rounded off to nearest rupee [9(a)x2.57] :
- (c) Revised Basic Pay fixed as per WBS(ROPA) Rules, 2019 [{9(b)+5(d)} after placing it into the applicable level of Pay Matrix] on the date of option :
- (d) Revised Last Basic Pay as per ROP A, 2019 on the date of retirement :
- (e) Pay Range in Pay matrix as per WBS(ROPA)Rules,2019
- 10 (a) Revised Basic Pension w.e.f. 01.01.2020
- (b) Revised Family Pension at Enhanced Rate (EFP) DD/MM/YYYY
- (c) Family Pension at Enhanced Rate (EFP) payable upto
- (d) Revised Family Pension at Normal Rate (NFP)
- 11 (a) Revised Gratuity Admissible
- (b) Gratuity already Paid
- (c) Balance of Gratuity Sanctioned [11(a)-11(b)]
- 12 (a) Total Amount of Commutation (Maximum 40% of Revised Basic Pension)
- (b) Pension already commuted
- (c) Amount of pension further commuted [12(a)-12(b)]
- (d) Amount of balance Commutation Value of Pension sanctioned
- 13 Revised Reduced Pension after commutation w.e.f. 01.01.2020 [10(a)-12(b)-12(c)] Treasury/ Bank
- 14 Qualifying Service of the Government employee
- (a) Pension drawn through
- 15 (b) If drawn through Treasury, Name of the Treasury
- (c) If drawn through Bank in KMC area, Name of the Bank

** The attested copy of the original Pension Payment Order is enclosed.

Signature of Pension Sanctioning Authority
Designation: _____

No.

Date:

Copy forwarded for information to:-

1. Treasury Officer, Treasury/ Bank Manager, with request to start the disbursement of Family Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from The Director of Pension, Provident Fund and Group Insurance, West Bengal.

2. Name of the Family Pensioner,-----

Signature of Pension Sanctioning Authority

Designation:

No.

Date:

To

The Director of Pension, Provident Fund and Group Insurance,
West Bengal, Kolkata-700091

Sub: Sanction of Revised Family Pension, Death Gratuity as per ROP A-2019 in terms of

Memorandum No.....

- 1 Family Pension Payment Order (PPO) No
- 2 Name of the deceased Panchayat Employee
- 3 Designation of the deceased Panchayat employee at the time of death
- 4 Date of death of Panchayat employee DD/MM/YYYY
- 5 Name of the Family Pensioner
- 6 Date of Birth of Family Pensioner DD/MM/YYYY
- 7 Relationship with the deceased Panchayat employee
- 8 Mobile No. of the Family Pensioner (optional)
- 9 (a) Basic Pay (Band Pay + Grade Pay) as per ROP A, 2009 on the date of death of Government employee
- (b) Scale of Pay as per ROP A, 2009
- (c) Non-Practicising Allowance (NPA), if any
- (d) Dearness Allowance @75% on NP A
- 10 HRMS ID of the deceased Government employee (if available)
- 11 (a) Pay fixed under Note-I below Rule-6 of WBS (ROPA) Rules, 2019 on the date immediately before the date, the Panchayat employee expired
- (b) Pay Range in Pay matrix as per WBS (ROPA) Rules, 2019
- 12 (a) Revised Family Pension at Enhanced Rate (EFP)
- (b) Family Pension at Enhanced Rate (EFP) payable upto DD/MM/YYYY
- (c) Revised Family Pension at Normal Rate (NFP)
- 13 (a) Revised Death Gratuity Admissible
- (b) Death Gratuity already paid
- (c) Balance of Death Gratuity Sanctioned [13(a)-13(b)]
- 14 Qualifying Service of the deceased Panchayat employee
- 15 (a) Pension drawn through Treasury / Bank
- (b) If drawn through Treasury, name of the Treasury
- (c) If drawn through Bank in KMC area, name of the Bank

** The attested copy of the original Pension Payment Order is enclosed.

Signature of Pension Sanctioning Authority
Designation: _____

No.

Date:

Copy forwarded for information to:-

1. Treasury Officer, Treasury/ Bank Manager, with request to start the disbursement of Family Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from The Director of Pension, Provident Fund and Group Insurance, West Bengal.

2. Name of the Family Pensioner,-----

Signature of Pension Sanctioning Authority

Designation:

Copy forwarded for information & necessary action to the :

1. Pr. Accountant Feneral (A&E), W.B., Treasury Buildings, Kolkata.
2. Account General (Audit-I), W.B., 4, Brabourne Road, Kolkata.
3. Account General(Audit-II), W.B., 18, Rabindra Sarani, Kolkata.
4. Examiner of Local Accounts, W.B., 4, Brabourne Road, Kolkata.
5. Finance (Budget-I), Deptt.
6. Finance Deptt. (Pension Branch) Hemanta Bhavan, B.B.D. Bag(East).
7. Financial Advisor, P&R.D., Deptt.
8. Director of Pension, Provident fund & Group Insurance, Purta Bhaven, Bidhan Nagar, Kolkata-700009
9. Director of Panchyats & R.D., W.B., Panchyat Bhavan, 11A, K. S. Roy, Kolkata-I
10. Deptt. of Panchyats & R.D., (R.D. Wing), Kolkata.
11. Director, State Institute of Panchyats & R.D., Kalyani, Nadia.
12. District Magistrate, _____(All).
13. Treasury Officer, _____(All).
14. Executive Officer, _____ Zilla/ Mahakuma Parishad.
15. Addl. Executive Officer, _____ Zilla/ Mahakuma Parishad.
16. Sub-Divisional Officer, _____(All).
17. District Panchyat & R.D. Officer.
18. Block Development Officer.

Joint Secretary to the
Govt. of West Bengal
Panchyat's and Rural Development
Department