

Guidelines to the Heads of Office in the matter of Pension Case Processing and Documentation
Prepared by the Office of the Pr. Accountant General (A&E), West Bengal, Kolkata-700 001.

Camp at Kolkata (23-07-2010)

(A) Processing of Pension Cases and Documentation thereof

1. The Head of Office (who is the Pension Sanctioning Authority in respect of his subordinate staff) shall maintain a Pension Register showing particulars as below:

Name	Designation	Date of Birth	Date of Superannuation	Remarks
------	-------------	---------------	------------------------	---------

2. He shall prepare on the **1st January** and the **1st July** of each year a list (in the format given below) of employees under his control that will retire within the next 30 months, and send a copy of the same to the Pr. Accountant General (A&E), West Bengal.

Sl.No.	Name of the retiring Employee	Full Designation	Date of Birth	Date of Retirement	G.P.F.A/c No
--------	-------------------------------	------------------	---------------	--------------------	--------------

3. A notice shall be issued to the retiring Government employee **two years in advance** from the date of superannuation enclosing along with the notice, Form 5 (Formal application for pension), Form C (Form for commutation of pension) and Form for nomination for payment of Life Time Arrears of Pension (GO No. 10885-F, dated 24-10-86) as well as the Form of application for drawal of pension through Public Sector Banks in Calcutta as prescribed under rule 4(3) of the Rules for Payment of Pension to State Government Pensioners in Calcutta (vide Annexure 'A' to the said Rules) with the direction to submit the said Forms along with other documents as indicated in the Forms **one year in advance** from the date of superannuation.

4. On receipt of application in Form 5 and Form C etc. along with other documents from the retiring employee, the Head of Office shall start the work of preparation of pension papers in the Comprehensive Form prescribed in Memo No. 747-F (Pen), dated 1-6-95 and as modified under Memo. No. 359-F (Pen) dt. 16. 04. 2009, **eight months in advance** from the date of superannuation. He shall simultaneously prepare/obtain from the Drawing and Disbursing Officer, if he himself is not the Drawing and Disbursing Officer, a **pay statement** in the proforma specified in the Annexure to the above Memo.

and also prepare a Calculation Sheet showing admissible pension and gratuity of the retiring employee and family pension, where payable.

5. The Head of Office shall submit the pension papers complete in all respects to the Pr. Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta-700 001 along with enclosures as mentioned in the Comprehensive Form **six months in advance** from the date of superannuation of the employee [e.g. pension case of a Government servant due to retire on 1.9.2008 F.N. i.e. last working day being 31.8.2008, is required to **reach** the Office of the Pr. A.G.(A&E) **positively** by 29.2.2008] for issue of Pension Payment order, authority for payment of retiring gratuity and authority for payment of commuted value of pension, if any.

6. If, after the pension papers have been forwarded to the Accountant General (A&E), West Bengal within the specified period, any event occurring which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Pr. Accountant General (A&E), West Bengal by the Head of Office. Besides, if the Head of Office previously received clearance letter from Pr.A.G (A&E) in respect of loans and advance taken by the Govt. servant whose pension case is being forwarded to the Pr.A.G (A&E), he shall invariably enclose a copy of such clearance letter duly attested along with pension papers.

7. The Head of Office shall promptly issue reply to any observation made by the Pr. Accountant General (A&E), West Bengal in connection with disposal of any pension case to enable Pr. Accountant General (A&E), West Bengal to issue Pension Payment Order in time.

8. On receipt of pensioner's copy of the intimation letter regarding issue of Pension Payment Order from the Pr. Accountant General (A&E), 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 Government employee belongs, shall prepare a bill immediately in the Bill Form used for payment of provisional gratuity, for payment of retiring gratuity and commuted value of pension as authorized by the Pr.Accountant General (A&E), West Bengal and submit the same to the Pay & Accounts Officer/Treasury Officer, as the case may be, with the instruction to issue cheque(s), not encashable before the first day following the date of superannuation of the Government employee.

9. If the Head of Office is not the Drawing & Disbursing Officer, he shall forward the relevant records to the concerned Drawing & Disbursing Officer, who shall take similar action. The

cheques for gratuity and commuted value of pension shall be handed over by the Head of Office retiring Government employee along with pensioner's copy of intimation letter regarding Pension Payment Order already received from the Pr.Accountant General (A&E), West Bengal close of the day of his retirement or on the next working day, if the day of retirement falls on a holiday. The Head of Office shall also issue a Certificate on the date of superannuation of the concerned employee to the effect that (i) no provisional pension has been authorized; (ii) the amount paid on account of gratuity and commuted value of pension and the date of such payment, and (iii) that the retiring employee does not owe to the Government in any way and hand over the said certificate to the retiring employee on the date of superannuation.

10. In a situation where after submission of a pension case, the concerned employee is transferred on promotion or otherwise to another office involving a change of Head of Office, the authorities for payment of gratuity, commuted value of pension are received by the previous Head of Office, the previous Head of Office shall draw the relevant cheques as mentioned above, as if he is the present Head of Office of the concerned employee. After drawal of the relevant cheques, the previous Head of Office shall forward the said cheques along with the relevant papers to the present Head of Office of the retiring employee in advance to enable the present Head of Office to hand over the cheques on the date of retirement of the concerned Government employee. The present Head of Office of the retiring employee on receipt of the relevant cheques etc. from the previous Head of Office, shall continue to perform the residual work as mentioned above. After handing over the cheques, pensioner's copy of intimation letter of P.P.O. and the certificates as mentioned above, the present Head of Office shall take steps for revision of pension of the retired Government employee, if the transfer involves a change of anything having a bearing on the pensionary benefits of the retired employee concerned.

11. Provided that if any disciplinary proceedings or judicial proceedings has been initiated during the intervening period between forwarding of the pension papers to the Office of the Pr. Accountant General (A&E), West Bengal and the date of retirement of the employee, the Head of Office shall not deliver the copy of intimation letter regarding issue of Pension Payment Order etc. if received from the Accountant General to the retiring employee so long as the retiring employee is not honourably acquitted of the charges. No Gratuity or Commuted value of Pension shall be paid during this period of completion of disciplinary proceedings, if the employee is honourably acquitted the Head of Office shall hand over the pensioner's copy of intimation letter regarding issue of Pension Payment Order etc. to the concerned employee. Where revalidation of cheques is necessary, action for such revalidation shall be taken by the Head of Office.

(B) Documents to be Submitted along with the Pension case

- (i) Single Comprehensive Form introduced under Memo. No. 747-F (pen) dt.1.6.1995 and as modified under Memo. No. 359-F (Pen) dt. 16. 04. 2009. **No column in this Form should be left blank;**
- (ii) Service Book with annual verification of service, proper notings regarding increment, pay fixation relating to promotion, career advancement, pay Fixation Statement relating to ROPA Rules, date of birth, date of entry, leave, treatment of the period of suspension, extra-ordinary leave, full context of the order passed by the Hon'ble court/SAT in respect of the drawl of pay by the concerned Government employee and the Government Order issued in that regard etc.;
- (iii) Certificates including **pay certificate** as given in ANNEXURE to the Memo No.1315-F (pen) dt. 14.10.'96;
- (iv) Attested passport size joint Photograph/Photograph and Specimen Signature/left hand thumb and finger impression of the pensioner/Family pensioner(4 copies each);
- (v) Death Certificate/Medical Certificate (in case of death or invalidation);
- (vi) Nomination under Arrears of Pension Nomination Rules,1986;
- (vii) Application for Commutation in Prescribed Form;
- (viii) Dependency Certificate along with Income Certificate in case of Family Pension to dependant parents;
- (ix) Income Certificate issued by an employer (if employed) or by any Central Government Officer/State Government Officer belonging to Group 'A' Service (if not employed) in case of Family pension for life to unmarried/Divorced/Widowed daughter;
- (x) Recent Disability Certificate issued by the Competent Medical Authority, Income Certificate & Marital status as well as a certificate to the effect by the Pension Sanctioning Authority that the handicap is of such a nature which prevents him from earning a living is to be furnished in case of Family Pension to handicapped son/daughter;
- (xi) Succession Certificate along with sanction in favour of the successor in cases where the death gratuity is payable to other than nominee/family members as defined in Rule 7(1)(e)(1) of the WBS(DCRB)Rules,1971;

- (xii) ANNEXURE-II (only in death cases);
- (xiii) Form -5 (in other than death cases);
- (xiv) ANNEXURE –A, showing the name of the name of the Treasury/Branch of the bank from which pension/family pension to be drawn;
- (xv) A Certificate to the effect that no case or appeal is pending in respect of drawal of the concerned Government Servant;
- (xvi) Authenticated Birth Certificate (in the case of Family Pension to minor child);
- (xvii) Guardianship Certificate in the case of payment to minor child and to a retarded son/daughter.

Note: In cases where the payment of pensionary benefits/family pension in respect of Government employees is to be made in other State, the Head of Office (i.e. the Sanctioning Authority) should positively send the following pension papers in duplicate

- a. Single Comprehensive Form, as modified under Memo. No. 359-F (Pen) dt. 16.04.2009.;
- b. Pay Certificate in ANNEXURE to Memo. No. 1315-F (pen) dt.14.10.'9
- c. Application for commutation of pension, where applicable;
- d. Nomination for payment of Life Time Arrears of pension; &
- e. Application in Form No. 5 in addition to other papers/documents as usual.

(C) Important Points to be kept in view by the Pension Sanctioning Authority

- The Head of Office will invariably receive from each Government Servant a nomination for Death Gratuity in proper Form (i.e. either Form –I or Form –II) prescribed in the Department Notification No. 963-F (pen) dt.7.11.2005. Nomination will not be valid if it is not made in proper Form or not properly filled in or not signed by the Head of Office. This is essentially required for expeditious disposal of death cases;
- Before giving permission for Voluntary Retirement to any Government servant, a certificate regarding minimum period of qualifying service required for voluntary retirement (i.e. 20years) is to be obtained from the Pr. A.G.(A.&E) and for this purpose

service Book along with the application for voluntary retirement of the Government Servant are to be forwarded to the Pr.A.G.(A&E);

- Provisional Pension under Rule 10(2) and Interim Allowance under Rule 14 should not be paid by the Head of Office himself. In such cases, pension payment order will be issued by the Pr. A.G.(A&E), as in other cases, on receipt of the case and sanction for its payment from the Head of Office;
- Where in any case Government Servant draws higher scale of pay or higher fixation of pay in terms of the interim orders passed by the Hon'ble Court and against which appeal is pending, final pensionary benefits can not be authorized. In such cases, Head of Office will pay Provisional Pension till the disposal of the case in terms of Memo No. 547-F (Pen) dt. 12.04.1993. **However, it should be kept in view that no provisional gratuity is payable in such cases.**
- Family pension to each sons/daughters and there after to dependant parents is to be treated as a separate case. As such, family pension case for each son/daughter as well as for dependant parents is to be submitted separately to Pr. A.G.(A&E) along with above documents on his/her turn of eligibility;
- While filling up Single Comprehensive Form, the name of the Treasury to which the pension Sanctioning Authority is attached (i.e. the Treasury in which the bills for gratuity and commuted value of pension will be presented) and the name of the Treasury indicating I or II (in case of payment in places situated out side the limits of Kolkata Municipal Corporation) or Bank along with B.S.R. Code No. of both paying and link branches of the bank (in case of payment within the limits of Kolkata Municipal Corporation) from where pension/family pension to be drawn to be written clearly.
- In the case of revision of Pension/family pension the following documents/record are required to be submitted :-
 - (i) Service Book with proper notings of revision of pay, if any;
 - (ii) Single Comprehensive form (as modified under Memo. No. 359-F (Pen) dt. 16. 04. 2009) duly filled in;
 - (iii) Application for commutation of pension, if applied for;
 - (iv) Government Order, if any, revising pay, qualifying service etc.;

(v) Revised Pay Certificate/Notional Pay Certificate in ANNEXURE to Memo. No. 1315-F (pen)-dt.14.10.'96

- In some cases to mitigate the hardship of the pensioner/family pensioner, pension/family pension is authorized withholding gratuity/death gratuity due to non-assessment of overpayments of pay and allowances, non-receipt of sanction in favour of the nominee/family members/legal heirs etc. Such cases should not be treated as settled until and unless authority for final gratuity/death gratuity is issued by Pr. A.G.(A&E), West Bengal, even if the whole amount of gratuity/death gratuity is paid by the Pension Sanctioning Authority as provisional gratuity/death gratuity. For Settlement of such cases sanction etc. as called for by the Pr. A.G.(A&E) should be issued without any delay;
- Death cases are required to be submitted to the Pr. A.G.(A&E), West Bengal within 30 days of death of the Government employee and if any such case is submitted after the stipulated days, the reason for such delay should be mentioned while submitting the case to Pr. A.G.(A&E) West Bengal;
- In case of death of the Government employee before retirement but after issue of authorities for payment of gratuity and/or commuted value of pension, the authorities are to be returned to the Pr. A.G (A&E), West Bengal with non-drawal certificate recorded thereon under intimation to the concerned Treasury Officer. Such cases are required to be re-submitted to the Pr. A.G (A&E), West Bengal as death case along with all required documents for issue of fresh authorities for payment of death gratuity and family pension, if any;
- Similarly, in death cases, if after issue of authority by Pr. A.G(A&E), West Bengal for payment of death gratuity, the nominee/one of the family members/one of the legal heirs dies before receiving his/her share of death gratuity, the authority is required to be returned to the Pr. A.G(A&E) West Bengal with non-drawal certificate thereon and simultaneously a fresh sanction for payment of the share of the deceased nominee/family member/legal heir to the legal heirs of the deceased nominee/family member/legal heir is required to be issued by the Pension Sanctioning Authority concerned for issue of fresh authority by the Pr. A.G(A&E) West Bengal;

- In the case of payment of family pension etc. to the family of the missing employee as well as in the case of family pension to the other entitled family member of the missing family pensioner, sanction of the Administrative Department is required to be submitted to the Pr. A.G(A&E) West Bengal along with other documents/records;
- In the case of stepping up of pay of the Government employee in terms of Rule 55(4) of the W.B.S.R, Part-I or in terms of any other Rules, **approval of the Finance Department is invariably required to be obtained before allowing such stepping up of pay.** In such cases, proper notings in this regard is required to be made in the Service Book and a copy of the order issued with the concurrence of the Finance Department is to be pasted in the Service Book.

