



**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION  
UNIVERSITY BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA – 700 091**

No. 175-Edn(U)/EH/1U-10/2020

Dated, Kolkata, 14<sup>th</sup> February, 2020.

**MEMORANDUM**

I am to state that the question relating to the revision of **West Bengal State Aided Universities (Death-cum-retirement benefit) Scheme, 2010** with subsequent amendments made thereto for the employees (Teachers, Officers and Non-teaching Staff) of all State Aided Universities namely (1) Calcutta University, (2) Jadavpur University, (3) Kalyani University (4) Burdwan University, (5) North Bengal University, (6) Rabindra Bharati University, (7) Vidyasagar University, (8) West Bengal State University, Barasat, (9) University of Gour Banga, (10) Maulana Abul Kalam Azad University of Technology, (11) Netaji Subhas Open University, (12) Presidency University, (13) Cooch Behar Panchanan Barma University, (14) Sidho Kanho Birsha University, (15) Kazi Nazrul University, (16) Bankura University, (17) Diamond Harbour Women's University and the employees of Hostel /Mess of the State Aided Universities is under consideration of the Government of West Bengal for some time past.

After careful consideration, the Governor, in partial modification of G. O. No. 711-Edn(U) dated 21.12.2010, 84-Edn(U) & 85-Edn(U) both dated 30.01.2000 and subsequent orders issued in this regard, has been pleased to decide that the revised benefits as embodied in Annexure- I & II be allowed to the pensioners (teachers, officers and non-teaching employees) / family pensioners of the State-Aided Universities as mentioned at para – 1 above.

The revised scheme shall be called “**West Bengal State Aided Universities (Death-cum-retirement benefit) Scheme, 2020.**”

It shall be deemed to have come into force with effect from 01<sup>st</sup> January, 2016 or any subsequent date in respect of any particular paragraph of the scheme as will be indicated in the paragraph itself.

The scheme together with those provisions of the old scheme which have not been amended by the modified old scheme indicated in the subsequent paragraphs shall apply to teachers, officers and the non-teaching employees of the State-aided Universities in West Bengal as mentioned at para – 1.

This order issues as per Finance Department's U. O. No. Gr.-P1/2019-2020/0399 dated 12.02.2020 and U. O. No. 15 F(Pen) dated 12.02.2020.

*Sd/-*  
**Principal Secretary**

**No. 175/1(30)-Edn(U)**

**Dated, Kolkata, 14<sup>th</sup> February, 2020.**

Copy forwarded for information & necessary action to the:-

1. Principal Accountant General(A&B), West Bengal, Treasury Building, Kolkata;
2. Accountant General(Audit-I), West Bengal, 4 Brabourne Road, Kolkata;
3. Accountant General(Audit-II), West Bengal, 18, Rabindra Sarani, Kolkata;
4. Vice-Chancellor, ..... University;
5. Registrar, ..... University;
6. Finance Officer, .....University;
7. Finance Department (Group-B) of this Government;
8. Pension Branch, Finance Department of this Government;
9. Accounts Officer, Department of Higher Education;
10. P. S. to Hon'ble Minister-in-Charge of this Department;
11. Sr. P. S. to the Principal Secretary of this Department;
12. Principal Secretary, Agriculture Department, Govt. of West Bengal;
13. Principal Secretary, Health & Family Welfare Department, Govt. of West Bengal;
14. Principal Secretary, Animal Resource Development Department, Govt. of West Bengal;
15. Budget Branch of this Department;
16. West Bengal University Pensioners' Association;
17. Guard File.

  
**Special Secretary**



**ANNEXURE- I**

(to Memo No. 175- Edn (U) dated 14<sup>th</sup> February, 2020)

**Revision of Pension / Family Pension of Pre-2016 Pensioners / Family Pensioners under GPF-cum-Gratuity-cum-Pension Scheme**

1. The revision of Pension /Family Pension of Pre-2016 i. e. the persons who retired on or before 31.12.2015 and receiving pension / family pension as per G. O. No 711-Edn(U) dated 21.12.2010 will be made in the following manner as indicated in succeeding paragraphs with effect from 01.01.2020.
2. In these orders -
  - (a) "Existing pensioners" or "Existing family pensioners" means pensioners who were drawing /entitled to pension/family pension on 31.12.2015.
  - (b) "Existing pension" means the basic pension inclusive of commuted portion, if any, due on 31.12.2015. It covers all classes pension under West Bengal State-Aided Universities (Death-cum-Retirement benefit) Scheme, 2010 incorporated in G. O. No. 711-Edn(U) dated 21.12.2010.
  - (c) "Existing family pension" means the basic family pension due under West Bengal State-Aided Universities (Death-cum-Retirement benefit) Scheme, 2010 incorporated in G. O. No. 711-Edn(U) dated 21.12.2010.
- 3.1. The pension / family pension of existing pre-2016 pensioners / family pensioners will be revised notionally by multiplying the existing basic pension / basic family pension as on 31.12.2015 by 2.57. The amount of revised pension / family pension so arrived at shall be rounded off to next 10 (ten) rupees, if the said amount is not a multiple of Rs.10 (ten). However, if the revised basic Pension is below Rs. 8,500/-, it will be fixed at minimum of Rs. 8,500/-.  
The amount so arrived at will be regarded as revised pension / family pension with effect from 01.01.2020.

**Illustrations:**

| <b>Existing Basic Pension as on 31.12.2015</b> | <b>Figure arrived at on multiplication by 2.57</b> | <b>Revised Basic Pension after rounding off to next 10 (ten) rupees</b> |
|--|--|---|
| Rs. 3,302/-                                    | Rs. 8,486.14                                       | Rs. 8,500 (Minimum Pension)   |
| Rs. 3,422/-                                    | Rs. 8,794.54                                       | Rs. 8,800/-   |
| Rs. 6,432/-                                    | Rs. 16,530.24                                      | Rs. 16,540/-  |
| Rs. 11,000/-                                   | Rs. 28,270.00                                      | Rs. 28,270/-  |

As the revision is based on a simple formula, a Ready Reckoner for the same is not necessary.



As the consolidated Pension of the Pensioner revised in accordance with the above provision, will be inclusive of commuted value of Pension, if any, such commuted portion shall be deducted from the Pension while making monthly disbursement.

- 3.2. In the case of pensioners who are in receipt of more than one pension, the minimum of Rs. 8,500/- (eight thousand five hundred) will apply to the total of all pensions taken together.
- 3.3. The upper ceiling on pension / family pension laid down in Memo. No. 711(30)-Edn(U) dated 21.12.2010 has been increased from Rs. 35,000/- and Rs. 21,000/- to Rs. 1,00,500/- and Rs. 60,300/- respectively.
- 3.4. The fixation of pension will be subject to the provision that the revised pension, in no case, shall be lower than 50% of the minimum of the Pay in the Pay matrix in the revised Pay Structure corresponding to the pre-revised pay-scale / pre-revised pay structure from which the pensioner had retired.
- 3.5. The quantum of pension / family pension available to the old pensioners / family pensioners shall be increased as follows :

| <b>Age of Pensioners</b>             | <b>Additional Quantum of Pension</b>           |
|--------------------------------------|--|
| From 80 years to less than 85 years  | 20% of revised basic pension / family pension. |
| From 85 years to less than 90 years  | 30% of revised basic pension / family pension  |
| From 90 years to less than 95 years  | 40% of revised basic pension / family pension  |
| From 95 years to less than 100 years | 50% of revised basic pension / family pension  |
| 100 years or more                    | 100% of revised basic pension / family pension |

The amount of additional pension will be shown distinctly in the pension payment order.

4. Extraordinary pension sanctioned to the pensioners prior to 01.01.2016 will also be revised if any of the pensioners is in receipt of pension on 01.01.2016 by taking together all the units as single unit and thereafter his / her share may be paid in the same proportion as was previously paid.
5. All the Treasury Officers disbursing pension to the State Government pensioners / family pensioners are hereby authorized to pay pension / family pension, etc. to the existing pensioner / family pensioner at the revised rates without any further authorization from the Accountant General (A&E), West Bengal. The Accountant General (A&E), West Bengal will issue authority for this payment to all Public Sector Banks in Kolkata and also to the Accountant Generals of other States.
6. A suitable entry regarding the revised consolidated pension shall be made by the

Treasury Officer in both halves of the Pension Payment Order. An intimation regarding the disbursement of revised pension may be sent by the Treasury Officer to the Accountant General (A&E), West Bengal, who issued the Pension Payment Order in the form given at FORMAT – I to Annexure – I to this Memorandum to enable the latter to update the Pension Payment Order Register maintained by them.

7. The Public Sector Banks in Kolkata will also send such intimation in the prescribed form to the Accountant General (A&E), West Bengal. An acknowledgement shall be obtained by all Pension Disbursing Officers from the Accountant General (A&E), West Bengal in this respect.
8. The revised pension / family pension as worked out in accordance with para 3.1 to 3.4 above shall be treated as final “Basic Pension” with effect from 01.01.2020 and shall qualify for grant of relief on pension sanctioned thereafter, if any.
9. Where the Pension is increased due to revision, such increased pension will not be considered for further commutation.



To  
The Accountant General (A & E),  
West Bengal,  
Treasury Buildings,  
Kolkata - 700001.

**Form of intimation by the Pension Disbursing Authority to the P.P.O. issuing authority regarding revision of Pension**

1. Name of the Pensioner / Family Pensioner :
2. Pension Payment Order No. :
3. Computation of revised pension and/or Family Pension :

|  | Pension | Family Pension<br>(Normal) | Family Pension<br>(Enhanced) |
|--|---------|----------------------------|------------------------------|
| (i) Existing Basic Pension (inclusive of Commuted portion)   |         |                            |                              |
| (ii) Amount of Commuted portion of Pension   |         |                            |                              |
| (iii) Amount arrived at by multiplying (i) by 2.57   |         |                            |                              |
| (iv) Revised Pension / Family Pension: Amount arrived at (iii) above rounded off to next 10 (ten) rupees, if the said amount is not a multiple of Rs. 10 (ten) |         |                            |                              |
| (iv) Amount for monthly disbursement of Pension [Amount at (iv) – commuted portion of Pension, if any]   |         |                            |                              |

4. Bank details of the pensioner / family pensioner :
  - i) Name of the Bank :
  - ii) Branch name & Address :
  - iii) Branch Code No. :
  - iv) Present A/C No. :
  - v) Old A/C No. (If any) :
  - vi) IFSC Code :
  - vii) MICR Code :

Signature of the Pension Disbursing Authority

**ANNEXURE- II**  
(to Memo No. 175-Edn (U) dated 14.02.2020)

**Revision of Pension / Family Pension for those Retiring on or after 01.01.2016 under GPF-cum –Gratuity-cum-Pension**

The pensionary benefits in respect of the West Bengal State-Aided Universities employees who retired after 01.01.2016 and whose pay has been fixed under the said rules actually or in whose favour such revised pay has been allowed notionally shall be as follows :-

a) **Pension**

- (i) An University employee retiring in accordance with the provisions of West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 2010 incorporated in G. O. No. 711-Edn(U) dated 21.12.2010 and before completion of minimum qualifying service of ten years shall not be entitled to pension, but he/ she shall continue to be entitled to gratuity.
- (ii) Once a University employee has rendered a minimum qualifying service of 20 years, pension shall be paid at 50% of the last basic pay drawn. For University 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 monthly pension of Rs. 37,500/- (Rupees thirty seven thousand and five hundred) only per month as laid down in G. O. No.711-Edn(U) dated 21<sup>st</sup> November, 2010 shall be raised to Rs. 1,00,500/-.
- (iv) The existing minimum amount of pension / family pension of Rs. 3,600/- as laid down in G. O. No. 711-Edn(U) dated 21.11.2010 shall be raised to Rs. 8,500/- only per month.

b) **Family Pension :-**

Family Pension shall be calculated @ 30% of the basic pay drawn last actually or notionally. The maximum ceiling of family pension of Rs. 22,500/- only per month as laid down in G. O. No. 711-Edn(U) dated 21.11.2010 shall be raised to Rs. 60,300/- only per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.



c) **Gratuity :-**

The maximum of Death / Retiring Gratuity of Rs. 6.00 Lakh (Rupees six lakh) only as laid down in G. O. No. 711-Edn(U) dated 21.11.2010 shall be raised to Rs. 12 lakh (Rupees twelve lakh ) only w. e. f. 01.01.2016.

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

| <b>Length of Qualifying Service</b>                       | <b>Rate of Death Gratuity</b>  |
|---|--|
| 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) **Regulation of the cases of pensioners / family pensioners during the period from 01.01.2016 to 31.12.2019.**

- 1) In case of Employees who retired on or after 01.01.2016 and in whose cases Pension Payment Order have already been issued by the A.G. (A&E), West Bengal till the date of issue of this Memorandum, their case for revision of pensionary benefits may be processed by the Pension Sanctioning Authority on receiving an application in this respect in the Form as given at FORMAT-I to Annexure-II.
- 2) The Pension Sanctioning Authority (PSA) will sanction Revised Pension/Family Pension, balance Amount of Revised Death/Retiring Gratuity and Commuted Value of Pension in FORMAT-II (for sanction of Revised Pension, Revised Gratuity and Commuted Value of Pension) and FORMAT-III (for sanction of Revised Family Pension and Revised Death Gratuity) annexed herein and send the same to A.G (A&E) West Bengal for issuance of Revised PPO with copy to the Pension Disbursing Treasury/Public Sector Banks in Kolkata.
- 3) Pension Disbursing Treasury in Districts/Public Sector Banks in Kolkata shall on receipt of sanction in FORMAT-II/III (as the case may be) start disbursement of Revised Pension/Family Pension provisionally w. e. f. 01.01.2020.
- 4) On the basis of FORMAT-II/III from PSA, A.G (A&E) West Bengal being the 'Audit Officer' shall issue 'Revised Pension Payment Authority (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.

- 5) On the basis of Revised PPO issued by A. G. (A&E) 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.
- 6) Revised Amount of Pension/Family Pension already paid provisionally by the Pension Disbursing Authority w. e. f. 01.01.2020 as per FORMAT-II/III shall have to be adjusted with the final Revised Basic Pension/Family Pension as per Revised PPO issued by A.G (A&E), West Bengal. Over-payment, if any, already made shall have to be adjusted accordingly.
- 7) Pension Disbursing Authority shall after making payment of Additional Commuted Value of Pension on the basis of Revised PPO issued from A.G.(A&E), West Bengal shall start deducting the 'Amount commuted additionally w. e. f. from the 1<sup>st</sup> 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 1<sup>st</sup> date of the month of disbursement.
- 8) 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.
- 9) Pensioners who want to commute for the first time after coming into Revised Pay Structure 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.
- 10) In cases where Pensioner/Family Pensioner is residing in other States, A.G (A&E), West Bengal shall on receipt of sanction in FORMAT-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.
- 11) Pension Sanctioning Authority shall obtain the Date of birth of the Family Pensioner in FORMAT-I to Annexure – II 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 FORMAT-III. The documents already authorized 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.

12) A.G (A&E), West Bengal shall ensure that Revised PPOs are issued preferably within 30 (Thirty) working days from the date of receipt of sanction in FORMAT-II/III from the Pension Sanctioning Authority. Similarly Pension Disbursing Treasuries / Public Sector Banks in Kolkata shall ensure 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 A.G (A&E), West Bengal and start deducting the 'Additional Amount of Commutation' as stated in SI. No. 7 above.

13) The bills of Retiring/Death Gratuity and Commuted Value of Pension of those employees who will retire/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 A.G.(A&E), West Bengal.

e) **Commutation of pension**

- i) A University employee shall continue to be entitled to commute for a lump sum payment upto 40% of his / her pension.
- ii) The existing table of commutation value for pension annexed to G. O. No. 711-Edn (U) dated 21.11.2010 shall be substituted by a new Table at Schedule – I.
- iii) The revised table of commutation value of pension will be used for all commutations of pensions and shall be effective with effect from 01.01.2020.
- iv) In case of those pensioners, in whose case commutation of pension become absolute on or after the 01<sup>st</sup> January, 2016, but before the issue of this memorandum, shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay / pension.
- v) In all cases where the date of retirement / commutation is on or after the date of issue of this memorandum, the revised table of commutation for pension will be used for commutation of pension.



f) **Additional Pension**

The quantum of additional pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.01.2016 :-

| <b>Age of Pensioners / Family Pensioners</b> | <b>Additional quantum of pension</b>           |
|--|--|
| From 80 years to less than 85 years          | 20% of revised basic pension / family pension  |
| From 85 years to less than 90 years          | 30% of revised basic pension / family pension  |
| From 90 years to less than 95 years          | 40% of revised basic pension / family pension  |
| From 95 years to less than 100 years         | 50% of revised basic pension / family pension  |
| 100 years or more                            | 100% of revised basic pension / family 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 Accountant General (A&E), 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 1<sup>st</sup> day of the month in which his date of birth falls.

The provisions for adding years of qualifying service for the purpose of computation of pension which has already been withdrawn vide Memo. No. 711(30)-Edn(U), dated 21.12.2010, shall continue.



**SCHEDULE - I****REVISED COMMUTATION VALUE FOR A PENSION OF Re. 1 PER ANNUM**

(In terms of Memo No.      Edn(U) dated      )

| Age on next birth day | Commutation Value Expressed as number of year's purchase | Age on next birth day | Commutation Value Expressed as number of year's purchase | Age on next birth day | Commutation Value Expressed as number of year's purchase |
|-----------------------|--|-----------------------|--|-----------------------|--|
| 20                    | 9.188  | 42                    | 9.059  | 64                    | 7.862  |
| 21                    | 9.187  | 43                    | 9.040  | 65                    | 7.731  |
| 22                    | 9.186  | 44                    | 9.019  | 66                    | 7.591  |
| 23                    | 9.185  | 45                    | 8.996  | 67                    | 7.431  |
| 24                    | 9.184  | 46                    | 8.971  | 68                    | 7.262  |
| 25                    | 9.183  | 47                    | 8.943  | 69                    | 7.083  |
| 26                    | 9.182  | 48                    | 8.913  | 70                    | 6.897  |
| 27                    | 9.180  | 49                    | 8.881  | 71                    | 6.703  |
| 28                    | 9.178  | 50                    | 8.846  | 72                    | 6.502  |
| 29                    | 9.176  | 51                    | 8.808  | 73                    | 6.296  |
| 30                    | 9.173  | 52                    | 8.768  | 74                    | 6.085  |
| 31                    | 9.169  | 53                    | 8.724  | 75                    | 5.872  |
| 32                    | 9.164  | 54                    | 8.678  | 76                    | 5.657  |
| 33                    | 9.159  | 55                    | 8.627  | 77                    | 5.443  |
| 34                    | 9.152  | 56                    | 8.527  | 78                    | 5.229  |
| 35                    | 9.145  | 57                    | 8.512  | 79                    | 5.018  |
| 36                    | 9.136  | 58                    | 8.446  | 80                    | 4.812  |
| 37                    | 9.126  | 59                    | 8.371  | 81                    | 4.611  |
| 38                    | 9.116  | 60                    | 8.287  |                       |  |
| 39                    | 9.103  | 61                    | 8.194  |                       |  |
| 40                    | 9.090  | 62                    | 8.093  |                       |  |
| 41                    | 9.075  | 63                    | 7.982  |                       |  |



To \_\_\_\_\_  
The \_\_\_\_\_

Address of the Sanctioning authority  
\_\_\_\_\_

Sub: Application for Revision of Pension, Family Pension, Gratuity and Commuted Value of Pension

|    |  |  |                   |
|----|--|--|-------------------|
| 1  | (a)  | Name of the Pensioner/Family Pensioner (in Block Letters)  |                   |
|    | (b)  | Name of deceased Employee (in case of family pension)  |                   |
|    | (c)  | Relationship (in case of family pension)   |                   |
| 2  | Residential Address with PIN Code (in Block Letters) |  |                   |
| 3  | (a)  | Pension Disbursing Authority (Treasury/Bank)   |                   |
|    | (b)  | Name of the Treasury (if pension is drawn through Treasury at present)   |                   |
|    | (c)  | Name of the Bank with address (where Pension/Family Pension is drawn through Public Sector Bank in Kolkata Municipal Corporation Area) |                   |
|    |  | Branch Code No   |                   |
|    |  | Bank Account No  |                   |
|    | IFSC Code  |  |                   |
| 4  | Pension Payment Order (PPO) No                       |  |                   |
| 5  | Date of birth of the Pensioner/Family Pensioner      |  | <u>DD/MM/YYYY</u> |
| 6  | Date of Option to come under Revised Pay Structure   |  | <u>DD/MM/YYYY</u> |
| 7  | (a)  | Date of Retirement of the Pensioner  |                   |
|    | (b)  | Date of death of employee in case of Family Pension  |                   |
| 8  | (a)  | Band Pay Scale and Grade Pay of the post held at the time of retirement/ death   |                   |
|    | (b)  | Last Basic Pay (Band Pay + Grade Pay) at the time of retirement/ death   |                   |
|    | (c)  | HRMS ID (if available) of the employee   |                   |
| 9  | (a)  | Amount of Pension sanctioned as per ROPA, 2009   |                   |
|    | (b)  | Amount of portion of pension already commuted  |                   |
|    | (c)  | Amount of Retiring/ Death Gratuity sanctioned  |                   |
| 10 | (a)  | Name of the Institution with address and Department from which retired   |                   |
|    | (b)  | Designation of the post at the time of retirement  |                   |
| 11 | (a)  | Additional Commutation of Pension is required  | <u>YES/NO</u>     |
|    | (b)  | If YES, Please mention the revised commuted amount or Percentage (maximum 40%)   |                   |
| 12 | Mobile No.   |  |                   |

The copy of the original Pension Payment Order (self attested) alongwith a copy of cancelled cheque is enclosed.

Date:

Signature of the retired employee/Family Pensioner



To  
The Principal Accountant General (A&E), West  
Bengal, Kolkata-700001

**Sub: Sanction of Revised Pension, Gratuity and Commuted Value of Pension**

|    |   |                |
|----|---|----------------|
| 1  | Pension Payment Order (PPO) No  |                |
| 2  | Name of the Pensioner   |                |
| 3  | Date of Retirement  | DD/MM/YYYY     |
| 4  | Designation of the employee at the time of retirement   |                |
| 5  | (a) Last Basic Pay (Band Pay + Grade Pay) on the date of retirement   |                |
|    | (b) Scale of Pay  |                |
|    | (c) Non-Practicing Allowance (NPA), if any  |                |
|    | (d) Dearness Allowance @75% on NPA  |                |
| 6  | HRMS ID (if available)  |                |
| 7  | Mobile No. of the Pensioner   |                |
| 8  | Date of option to come under revised pay structure  | DD/MM/YYYY     |
| 9  | (a) Basic Pay (BP+GP) as on the date of option  |                |
|    | (b) Amount arrived at by multiplying the Basic Pay drawn on the date of option by 2.57 & rounded off to nearest rupee [9(a)x2.57] |                |
|    | (c) Revised Basic Pay fixed as per [(9(b)+5(d)) after placing it into the applicable level of Pay Matrix] on the date of option   |                |
|    | (d) Revised Last Basic Pay on the date of retirement as per   |                |
|    | (e) Pay Range in Pay matrix   |                |
| 10 | (a) Revised Basic Pension w. e. f. 01.01.2020   |                |
|    | (b) Revised Family Pension at Enhanced Rate (EFP)   |                |
|    | (c) Family Pension at Enhanced Rate (EFP) payable upto  | DD/MM/YYYY     |
|    | (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)]   |                |
| 14 | Qualifying service of the 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: \_\_\_\_\_



Memo No.

Date:

Copy forwarded for information to:-

1. Treasury Officer, \_\_\_\_\_ Treasury/ Bank Manager, \_\_\_\_\_ with request to start the disbursement of Pension provisionally w. e. f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from AG (A&E) West Bengal.
2. Name of the Pensioner, \_\_\_\_\_

Signature of Pension Sanctioning Authority



Memo No.

Date:

To  
The Principal Accountant General (A&E),  
West Bengal, Kolkata-700001

**Sub: Sanction of Revised Family Pension, Death Gratuity**

|    |   |  |                |
|----|---|--|----------------|
| 1  | Family Pension Payment Order (PPO) No.                    |  |                |
| 2  | Name of the deceased Employee                             |  |                |
| 3  | Designation of the deceased employee at the time of death |  |                |
| 4  | Date of death of 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 employee                   |  |                |
| 8  | Mobile No. of the Family Pensioner (optional)             |  |                |
| 9  | (a)   | Basic Pay (Band Pay + Grade Pay) on the date of death of employee                  |                |
|    | (b)   | Scale of Pay   |                |
|    | (c)   | Non-Practicing Allowance (NPA), if any   |                |
|    | (d)   | Dearness Allowance @ 75% on NPA  |                |
| 10 | HRMS ID of the deceased employee (if available)           |  |                |
| 11 | (a)   | Pay fixed on the date immediately before the date, the Government employee expired |                |
|    | (b)   | Pay Range in Pay matrix  |                |
| 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 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: \_\_\_\_\_



Memo 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 AG (A&E) West Bengal.

2. Name of the Family Pensioner, \_\_\_\_\_

Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_