

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH**

No.55-F(Pen)

Dated, 21<sup>st</sup> January, 2020

**MEMORANDUM**

**Sub: Introduction of Revised Modalities of Sanction and disbursement of Revised Pension/Family Pension/Gratuity/Commuted Value of Pension of Post-01.01.2016 Pensioners**

In terms of Memorandum No.536-F(Pen) dated-01.10.2019 the modalities of sanction and drawl of Pension/Family Pension/Gratuity/Commuted Value of Pension of those pensioners who retired after coming into force of the WBS (ROPA) Rules, 2019 w.e.f. 01.01.2016 notionally were prescribed. According to the order the Pension/Family Pension of those employees whose pay has been fixed under the said rules actually or in whose favour such revised pay has been allowed notionally shall be determined and sanctioned by the Pension Sanctioning Authority in Annexure-II/III as the case may be. As per Point No.D of the Memo No.536-F(Pen) dated-01.10.2019, the DDO of Pension Sanctioning Authority shall draw the bill for balance amount of Revised Retiring/Death Gratuity and Commuted Value of Pension and Pension Disbursing Authority (PDA) i.e. Treasury Officer in Districts/Public Sector Banks in Kolkata were authorized to pay the Revised Pension/Family Pension without further authorization from the AG(A&E), West Bengal.

The new modalities for sanction and disbursement of Pension/Family Pension, Gratuity and Commuted Value of Pension of Post-01.01.2016 Pensioners introduced vide Memorandum No.536-F(Pen) dated-01.10.2019 have been reviewed by the Finance Department as per observations by A.G(A&E), West Bengal. As per the observation of the expert team of Finance Department some modifications have been considered necessary for smooth, timely and correct payment of revised benefits.

Accordingly the Governor is pleased to adopt the revised modalities as detailed below for sanction and disbursement of Revised Pension/Family Pension, balance amount Revised Retiring Gratuity/Death Gratuity and Commuted Value of Pension of Post-01.01.2016 State Government Pensioners/Family Pensioners in partial modification of the Memorandum No.536-F(Pen) dated-01.10.2016, 660-F(Pen) dated-16.12.2019, 680-F(Pen) dated-23.12.2019, 681-F(Pen) dated-23.12.2019 and 690-F(Pen) dated-30.12.2019.

1. 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/III (as the case may be) in the Revised Formats 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.
2. Pension Disbursing Treasury in districts/Public Sector Banks in Kolkata shall on receipt of sanction in Revised Annexure-II/III (as the case may be) start disbursement of Revised Pension/Family Pension provisionally w.e.f. 01.01.2020.
3. On the basis of revised Annexure-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.



4. 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.
5. Revised Amount of Pension/Family Pension already paid provisionally by the Pension Disbursing Authority w.e.f. 01.01.2020 as per Annexure-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. Overpayment, if any, already made shall have to be adjusted accordingly.
6. 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.
7. 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. [Refer Clarification No.1 of Memo No.680-F(Pen) dated-23.12.2019].
8. 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]
9. In cases where Pensioner/Family Pensioner is residing in other States, A.G (A&E), 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.
10. 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.
11. While sending the Sanction of Revised Pensionary benefits in Annexure-II/III, the DDO of Pension Sanctioning Authority shall give a declaration in Annexure-IV that 'No Payment of balance amount of Revised Gratuity and/or Commuted Value of Pension has been made from this end vide Para-D(i) of the Memo No. 536-F(Pen) dated-01.10.2019'.



12. In cases where the payment of balance amount of Revised Retiring Gratuity/Death Gratuity and Additional Commuted Value of Pension has already been made and Revised Pension/Family Pension has already been commenced w.e.f. 01.01.2020 vide Para-D(i) of Memo No.536-F(Pen) dated-01.10.2019 read with Serial No.1 of the Notification No.690-F (Pen) dated-30.12.2019, such cases shall not be sent to A.G(A&E), West Bengal for issuance of Revised PPO. A.G (A&E), West Bengal shall check those cases from the copy of Annexure-II/III already received at their end and issue a certificate in this regard. In case any recovery is required to be made due to wrong calculation, A.G(A&E), West Bengal shall intimate the same to Pension Disbursing Authority for recovery.
13. No further payment of balance amount of Revised Gratuity and Additional Commuted Value of Pension shall be made by the DDO of Pension Sanctioning Authority as per the Para-D(i) of Memo No.536-F(Pen) dated-01.10.2019. Similarly no further bills shall be processed for payment by the Treasury Officer/Pay & Accounts Officer consequent upon issuance of this Memorandum.
14. 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 Annexure-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 Sl. No.6 above.
15. 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.
16. Pension Sanctioning Authorities (PSA) shall also sanction the Revised Pension/Family Pension of those cases mentioned in Para-4.4 of the Memorandum No.535-F(Pen) dated-01.10.2019 read with Point No.5 of Memo No.681-F(Pen) dated-23.12.2019. The copies of previous pension papers, service book and initial pay fixation papers shall be sent to A.G (A&E), West Bengal for issuance of Revised PPO from A.G(A&E), West Bengal in modification of Point No.5 of Memo No.681-F(Pen) dated-23.12.2019.
17. Relevant Provisions of the Memo No.536-F(Pen) dated-01.10.2019, 681-F(Pen) dated-23.12.2019 and 690-F(Pen) dated-30.12.2019 hereby stand modified. The revised format of Annexure-II and Annexure-III attached herewith shall be considered to come into effect from the date of issue of this order in discontinuation of the formats of Annexure-II & III notified vide Memorandum No.660-F(Pen) dated-16.12.2019.
18. This order shall take immediate effect. Necessary amendments in W.B. DCRB Rules, 1971 and W.B. Treasury Rules-2005 shall be made in due courses.

**Sd/-S.K.Ghosh**  
OSD & E.O. Joint Secretary  
to the Government of West Bengal



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

**Sub: Sanction of Revised Pension, Gratuity and Commuted Value of Pension as per ROPA-2019**  
**in terms of Memorandum No.55-F(Pen) dated-21.01.2020**

1	Pension Payment Order (PPO) No		
2	Name of the Government Pensioner		
3	Date of Retirement		DD/MM/YYYY
4	Designation of the Government employee at the time of retirement		
5	(a)	Last Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of retirement	
	(b)	Scale of Pay as per ROPA, 2019	
	(c)	Non-Practising Allowance (NPA) as on 01.01.2016	
	(d)	Dearness Allowance @75% on NPA as on 01.01.2016	
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)	Amount arrived at by multiplying the last Basic Pay drawn as per ROPA, 2009 on the date of option by 2.57 and <b>rounded off to nearest rupee [5(a) x 2.57]</b>	
	(b)	Revised Last Basic Pay fixed as per WBS(ROPA) Rules, 2019 [{9(a)+5(d)} after placing it into the applicable level of Pay Matrix]	
	(c)	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)	
	(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 Government employee		

Signature of Pension Sanctioning Authority

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

Date: \_\_\_\_\_

Memo No. \_\_\_\_\_

Copy forwarded for information to:-

- 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.
- Name of the Pensioner, \_\_\_\_\_

Signature of Pension Sanctioning Authority

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



Memo No.

Date:

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

**Sub: Sanction of Revised Family Pension, Death Gratuity as per ROPA-2019 in terms of  
Memorandum No.55-F(Pen) dated-21.01.2020**

1	Family Pension Payment Order (PPO) No		
2	Name of the deceased Government Employee		
3	Designation of the deceased Government employee at the time of death		
4	Date of death of Government 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 Government employee		
8	Mobile No. of the Family Pensioner (optional)		
9	(a)	Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of death of Government employee	
	(b)	Scale of Pay as per ROPA, 2019	
	(c)	Non-Practising Allowance (NPA) as on 01.01.2016	
	(d)	Dearness Allowance @75% on NPA as on 01.01.2016	
10	HRMS ID of the deceased Government employee (if available)		
11	(a)	Pay fixed under Note-1 below Rule-6 of WBS (ROPA) Rules, 2019 on the date immediately before the date, the Government 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 Government employee		

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: \_\_\_\_\_



**Annexure-IV**

[As per Notification No.55-F(Pen) Dated-21.01.2020]

**Non-Payment Declaration by the Drawing & Disbursing Officer**

This is to certify that no payment of balance amount of Revised Retiring/Death Gratuity and Commuted Value of Pension has been paid from this end to \_\_\_\_\_ (Name of the Pensioner) retired on \_\_\_/\_\_\_/\_\_\_ or \_\_\_\_\_ (name of the family members of deceased Government employee) who expired on \_\_\_/\_\_\_/\_\_\_ in terms of Para-D(i) of Memo No.536-F(Pen) dated-01.10.2019.

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature of DDO with Seal



Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
3. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department.
4. Additional Chief Secretary/ Principal Secretary/ Secretary/ Additional Secretary/ Special Secretary/ Joint Secretary, \_\_\_\_\_ Department. He/she is requested to circulate the to the all Directorates/Regional/District/Sub-Divisional/Block level Offices for taking necessary action.
5. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700001.
6. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700091
7. District Magistrate/ District Judge/ Superintendent of Police, \_\_\_\_\_ District.
8. Sub-Divisional Officer, \_\_\_\_\_.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUVANNA, SGO Complex, 5<sup>th</sup>& 6<sup>th</sup> Floor, Plot No.9, Block-DF, Kolkata-700064.
12. Treasury Officer, \_\_\_\_\_.
13. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
14. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.
15. \_\_\_\_\_.



OSD & E.O. Joint Secretary  
to the Government of West Bengal