

GOVERNMENT OF WEST BENGAL
Finance Department (Pension Branch)
Writers' Buildings, Block-IV, 2nd Floor
Kolkata – 700 001

No. 660 F (Pen)

Dated Kolkata, 16th the December, 2019

C O R R I G E N D U M

Sub : *Introduction of Revised Format of Annexure-I, II and III issued in terms of Notification No. 536-F (Pen) dated-1st October, 2019*

Finance Department Vide Notification No. 536-F (Pen) Dated-01.10.2019 issued the guidelines for Revision of Pension/ Family Pension / Gratuity and Commutation of Post 01.01.2016 Pensioners w.e.f. 01.01.2020. As per the said notification, the Pensioners / Family Pensioners shall apply before the Pension Sanctioning Authority (PSA) in Annexure-I for revision of their Pension / Family Pension w.e.f. 01.01.2020 as per ROPA, 2019. Similarly the Pension Sanctioning Authority (PSA) shall sanction the Revised Pension, Family Pension, Revised Gratuity and Commuted Value of Pension (if any) in the format in Annexure-II / III (as applicable).

References have been received from various Pension Sanctioning Authority (PSA) as well as Pension Disbursing Authorities (PDA) for modification of the Annexure-I, II & III as the existing Annexure issued vide Notification No. 536-F(Pen) Dated-01.10.2019 lack some information which are important for the purpose of smooth sanction of pension / family pension.

Accordingly the Governor is pleased to introduce the revised format of Annexure-I, II, & III annexed herein for smooth functioning of all concerned viz. Pensioners / Family Pensioners, Pension Sanctioning Authorities and Pension Disbursing Authorities.

All other modalities as contained in Notification No. 536-F(Pen) dated-01.10.2019 shall remain unchanged. The existing formats of Annexure-I, II & III issued vide Notification No. 536-F(Pen) dated-01.10.2019 are hereby stand cancelled.

Sd /- S. K. Ghosh
O.S.D & Ex-Officio Joint Secretary
to the Govt. of West Bengal

No. 660 / 1 (400) F (Pen)

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, Kolkata 700 001.
- 2) The Additional Chief Secretary to the Governor of West Bengal, Raj Bhavan, Kolkata
- 3) The Additional Chief Secretary / Principal Secretary / Secretary
- 4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata -
700 012
- 5) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Jawahar Buildings P-I, Hyde
Lane, Kolkata - 700 073
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, 'Subhanna', 5th & 6th Floor,
Plot No. - 9, Block-DF, Salt Lake, Kolkata - 700 064.
- 7) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata 700 001
- 8) The Commissioner Division
- 9) The District Magistrate / District Judge / Superintendent of Police
- 10) The Sub-Divisional Officer
- 11) The Treasury Officer
- 12) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. — He is requested to
upload copy of this order in the Website of Finance Department.

Kolkata
The 16th December, 2019

S. K. Ghosh
O.S.D & Ex-Officio Joint Secretary Dated,
to the Govt. of West Bengal

To
The _____Address of Pension Sanctioning Authority:

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

1	(a)	Name of the Government Pensioner/Family Pensioner (in Block Letters)		
	(b)	Name of deceased Government 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 Govt. Pensioner/Family Pensioner		DD/MM/YYYY	
6	Date of Option to come under Revised Pay Structure as per ROPA, 2019		DD/MM/YYYY	
7	(a)	Date of Retirement of the Govt. Pensioner		
	(b)	Date of death of Govt. 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 Govt. 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 office 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	YES/NO	
	(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 Government employee/Family Pensioner

Memo No.

Date:

To
The Treasury Officer/Bank Manager

Sub: Sanction of Revised Pension, Gratuity and Commuted Value of Pension as per ROPA-2019 in terms of Memorandum No.536-F (Pen) dated, 1st October, 2019

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	Last Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of retirement		
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 per ROPA, 2009 on the date of option by 2.57 and rounded off to nearest rupee	
	(b)	Revised Last Basic Pay fixed 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 (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)	Revised Pension Commuted	
	(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(a)]		

Signature of Pension Sanctioning Authority

Designation: _____

Memo No.

Date:

Copy forwarded for information to:-

1. Principal Accountant General (A&E), West Bengal, Kolkata-700001.
2. _____

Signature of Pension Sanctioning Authority

Designation: _____

Memo No.

Date:

To
The Treasury Officer/Bank Manager

Sub: Sanction of Revised Family Pension, Death Gratuity as per ROPA-2019 in terms of Memorandum No.536-F (Pen) dated, 1st October, 2019

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	Relationship with the deceased Government employee		
7	Mobile No. of the Family Pensioner (optional)		
8	Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of death of Government employee		
9	HRMS ID of the deceased Government employee (if available)		
10	Pay fixed under Note-1 below Rule-6 of WBS (ROPA) Rules, 2019 on the date immediately before the date, the Government employee expired		
11	(a)	Revised Family Pension at Enhanced Rate (EFP)	
	(b)	Family Pension at Enhanced (EFP) payable upto	DD/MM/YYYY
	(c)	Revised Family Pension at Normal Rate (NFP)	
12	(a)	Revised Death Gratuity Admissible	
	(b)	Death Gratuity already paid	
	(c)	Balance of Death Gratuity Sanctioned [12(a)-12(b)]	

Signature of Pension Sanctioning Authority

Designation: _____

Memo No.

Date:

Copy forwarded for information to:-

1. Principal Accountant General (A&E), West Bengal, Kolkata-700001.
2. _____

Signature of Pension Sanctioning Authority

Designation: _____