

Government of West Bengal  
Finance Department  
Audit Branch :Pension Cell  
"Hemanta Bhawan"(Top Floor)  
12,B.B.D. Bag(East),Calcutta-1

No.1221-F(Pen)

Dated,Calcutta,the 2<sup>nd</sup> September,1997.

M E M O R A N D U M

Subject: Scheme for payment of Pension and Gratuity on the  
Date of superannuation under Memo.No.1315-F(Pen)  
Dated 14.10.96 – amendment of.

The Undersigned is directed to state that in this Department's Memo.No.1315-F(Pen) dated 14.10.96 a scheme for payment of pension and gratuity on the date of superannuation of the State Govt. employees has been issued. In terms of para 1.4 the said Memo. The Head of Office is required to send the pension papers complete in all respect to The Principal Accountant General (A&E), West Bengal alongwith enclosures mentioned in the comprehensive form just six months in advance from the date of superannuation along with a Pay Certificate in Annexure to Memo.No.1315-F(Pen) dated 14.10.96.

It has been reported by the Principal Accountant General (A&E), west Bengal that in a good number of cases incomplete pension papers were forwarded to him and as a result he could not issue authority for payment of pensionary benefit right in time.

Now, the undersigned is further directed to request all concerned to strictly follow the provision made in para 1.4 of Finance Department Memo.No.1315-F(Pen) dated 14.10.96 in the matter of submission of pension papers to the Principal Accountant General (A&E), West Bengal. It should be noted that while forwarding pension papers to the Principal Accountant General (A&E), West Bengal, Pay Certificate in Annexure to Memo.No.1315-F(Pen) dated 14.10.96 should invariably be enclosed along with other papers as required under rules.

Sd/- D.Gupta  
Deputy Secretary to the  
Govt. of West Bengal.