

Certain important guideline for pension

The following General documents are to be submitted along with all pension cases.

1. Service Book (Duly verified and up to date) along with statements of Pay Fixations under ROPA rules duly checked and verified by the competent authority.
2. Single Comprehensive Form duly filled in and signed by the Pension Sanctioning Authority.
3. Last Pay Certificate (L.P.C) / Pay Certificate as per annexure to G.O. No. 1315-F dated 14.10.96.
4. Calculation Sheet for pensioner benefits. (Documents in Serial No. 2 & 3 are to be submitted in duplicate if pension is desired outside West Bengal)
5. Certificate that there is no case / appeal pending before any court in respect of drawal of pay of the concerned employee in terms of G.O. No. 547-F (Pen) dated 12.04.93.

A. In case of Retirement on Superannuation / Voluntary Retirement / Retirement on Invalidation

The following documents are required to be furnished in addition to General documents.

1. Application for pension in Form 5 under West Bengal DCRB Rules 1971 (If pension is desired outside West Bengal)
2. 4 copies of Joint Photographs or Single Photographs as the case may be. 4 sets of Specimen Signature / L.T.I. / Descriptive Rolls duly attested.
3. Nomination for arrears of pension if any.
4. Application for commutation in Form C and Form A in case of retirement or invalidation if any.
5. Original Medical Certificate for invalidation (for invalid retirement case) issued by the competent medical authority.
6. Application for drawal of pension through bank in Kolkata Corporation area in Annexure A (in duplicate), if any.
7. Other information / documents as deemed fit for certain special circumstances.

B. In case of Death after Retirement (Submission of pension cases to A.G. (A&E), W.B. after death).

The following documents are to be submitted along with pension cases in addition to General documents.

1. Death Certificate of the Govt. Employee.
2. Application for Family Pension in Annexure – II.
3. Sanction for Family Pension in Annexure – III (in case Family Pension Payable other than widow / widower).
4. 4 sets of Photographs / Specimen Signatures / L.T.I.s / Descriptive Rolls of the family Pensioner / Legal heirs / nominees / legal guardian if any, duly attested.
5. Nomination for arrears of pension if any.
6. Application for drawal of family pension / LTA through bank in Kolkata Corporation area in Annexure A.

7. Sanction for LTA Pension / DCRG / CVP / etc. in favour of legal heirs stating age, relationship etc. where nomination for arrears of pension does not exist.
8. Nomination for arrears of family pension if any.
9. Other information / documents as deemed fit in certain special circumstances.

C. For Death cases i.e. in respect of Govt. servants died in harness the following documents are to be furnished in addition to general documents.

The following documents are to be submitted along with pension cases in addition to General documents.

1. Death Certificate of the Govt. Employee.
2. Application for Family Pension in Annexure – II.
3. Nomination of Death Gratuity if any in proper form duly countersigned by the competent authority.
4. 4 copies of Photographs / Specimen Signatures / L.T.I.s / Descriptive Rolls of family Pensioners / other beneficiaries / legal guardian duly attested.
5. Sanction for Family Pension in Annexure – III (in case Family Pension Payable to anybody other than widow / widower) if necessary.
6. Certificate of birth of minor children (in case Family Pension is payable to minors) issued by the Local bodies or School leaving certificate.
7. Certificate of dependency in cases Family Pension is payable to dependent parents.
8. Certificate of competent medical authority in case Family pension is payable to mentally / physically crippled son / daughter.
9. Guardianship Certificate if necessary.
10. Application for drawal of family pension through bank in Kolkata Corporation area in Annexure A (in duplicate) if necessary.
11. Information as to whether Family Pensioner is employed / remarried.
12. Nomination for arrears of family pension if any.
13. Particulars of payment of provisional family pension / death gratuity / immediate relief, if any.
14. Other information / documents as deemed fit in certain special circumstances.

D. For Revision of Pension cases the following documents are to be furnished in addition to general documents / papers.

1. In the forwarding letter the reason for revision for quoting G.O.s if any to be said.
2. Copy of last admissibility report issued from A.G. (A&E), W.B.
3. Pension payment order No. / GPO No. under which pension / gratuity paid earlier.
4. Present address of the pensioner / family pensioner along with present place of payment of pension / family pension.
5. Other information / documents as deemed fit in certain special circumstances.