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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

School Education Department

Bikash Bhawan, Salt Lake, Kolkata - 700 091

NOTIFICATION

No.1467-SE(Law) PL/5S-174/07, Dt. 05.08.2008 – The following draft of rules, which the Governor proposes to make in exercise of the power conferred by sub-section (1) of section 106, read with clause (q) of sub-section (1) of section 60 of the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973) (hereinafter referred to as the said Act) and in supersession of all orders, schemes and notifications on the subject, is hereby published, as required by sub-section (1) of section 106 of the said Act, for information of persons likely to be affected thereby;

The draft shall be taken into consideration on or after the expiry of a period of thirty days from the date of its publication and any objections or suggestions with respect thereto, which may be received by the undersigned before the said period, shall be duly considered: –

Draft rules

CHAPTER I

Preliminary.

1. **Short title.** – These rules may be called the West Bengal Primary Education (Teachers and Employees' Death-cum-Retirement Benefit) Rules, 2008.

2. **Application.** – (1) These rules shall apply to –

- (a) the teachers who have joined the service on or after the first day of April 1981 and opted for pension-cum-general provident fund including family pension under West Bengal Non-Government Aided Educational Institution Employees (Death Cum Retirement Benefit) Scheme 1981;
- (b) the teachers who joined the service on any date on or after the first day of April, 1968 and opted to come under Pension-cum-Family Pension and Gratuity under the West Bengal Recognized Non-Government Educational School Employees (Death-cum-Retirement Benefit) Scheme, 1981 published under Government Order No.136-Edn (B) dated 15.5.85 within the timeframe, as decided by Government Orders Nos. 136-Edn (B) dated 15.05.1985, 284 Edn (B) dated 17.10.1989, 148 Edn (B) dated 31.05.1990 and 496 – Edn (B) dated 16.12.1991:

Provided that those options have duly been accepted by respective District Inspector of Schools.

- (c) the approved teaching and non-teaching staff of the Government or Government aided or sponsored Training Institutions for Primary Teachers;
- (d) the approved employees of District Primary School Councils or District School Board;
- (e) the approved teaching and non-teaching staff of Government Sponsored Free Primary Schools and Junior Basic or Pre-Basic or Pre-Primary or Nursery Schools taken over from municipalities and brought under the Scheme of the West Bengal Urban Primary Education Act, 1963 (West Ben. Act XXVIII of 1963).

(2) Subject to the provisions of Chapter III with respect to payment of Gratuity, these rules shall not apply to the teachers of D.A. getting schools or the teachers appointed or engaged on contract basis such as part-time teachers, para-teachers or *Siksha Sahayaks* and to those teachers who have opted for Contributory Provident Fund in lieu of Pension-cum-Family Pension.

3. Definitions. – (1) In these rules, unless there is any thing repugnant in the subject or context–

- (a) “Act” means the West Bengal Primary Education Act, 1973 (West Ben. Act XLIII of 1973);
 - (b) “basic pay” means the monthly pay which is drawn by an employee and which corresponds to a stage in the time scale of pay attached to the post held by him;
 - (c) “daughter” means daughter of an employee till she attains 25 years of age and includes step daughter or adopted daughter of such employee till she attains 25 years of age;
 - (d) “Director of Pension and Provident Fund and Group Insurance” means Director of Pension and Provident Fund and Group Insurance appointed by the Government of West Bengal;
 - (e) “emoluments” means basic pay and dearness pay last drawn;
 - (f) “employee” means and includes–
 - (i) the approved teaching and non-teaching staff of Government, or Government aided or sponsored, Training Institutions for Primary Teachers,
 - (ii) the approved employees of District Primary School Councils or District School Board ,
 - (iii) the approved teaching and non-teaching staff of Government Sponsored Free Primary Schools and Junior Basic or Pre-Basic or Pre-Primary or Nursery Schools taken over from Municipalities and brought under the Scheme of the West Bengal Urban Primary Education Act, 1963 (West Ben. Act XXVIII of 1963);
 - (g) “family” includes the following relations of an employee of the Council, namely:–
 - (i) for the purpose of death gratuity–
 - (A) spouse of the employee,
 - (B) son including step son/adopted son,
 - (C) unmarried and widow and divorced daughter,
 - (D) mother,
 - (E) father
 - (F) brother below the age of 25 years and unmarried or widow sister;
 - (ii) for the purpose of family pension–
 - (A) spouse of the employee,
 - (B) sons including step or adopted sons,
 - (C) unmarried or widow and divorced daughter,
 - (D) dependent parents;
- Note:* - Marriage after retirement shall be recognized for the purpose of family pension;
- (h) “leave” means any period of leave admissible to an employee under the rules applicable to him;
 - (i) “pensioner” means a retired employee who is receiving pension;

- (j) "Primary School" means a school sponsored by Government or the schools under the management of District Primary School Council including Siliguri or Kolkata Primary School Council and District School Board in Darjeeling Gorkha Hill Council area;
- (k) "Service Book" means the documents that contain the records of service of an employee, as specified under Government Order No.804-Edn (B) dated 19.10.1990 and Government Order No.1980-Edn (S) dated 15.12.1971;
- (l) "State Government" means the Government of West Bengal in the School Education Department.

(2) The words and expressions used and not defined in these rules but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

CHAPTER II

Pension.

4. **Classification of pensions.** – There shall be following four classes of pensions, namely: -

- (a) compensation pension;
- (b) invalid pension;
- (c) superannuation pension;
- (d) retiring pension.

5. **Eligibility for pension.** – (1) An employee shall be eligible to compensation pension, invalid pension or superannuation pension, as the case may be, if he has completed at least ten years satisfactory qualifying services.

(2) An employee shall be eligible to retiring pension if he has completed at least twenty years satisfactory qualifying services.

(3) Any service of an employee before completion of his 18 years of age shall not count as service.

6. **Compensation pension.** – (1) An employee is entitled to receive compensation pensionary benefits for the satisfactory service he has rendered if he is discharged on abolition of the permanent post held by him:

Provided that an employee is not entitled to receive compensation pension or gratuity for the service he has rendered if he accepts any other appointment where his previous service may be counted.

(2) An employee is not entitled to receive compensation pension for loss of appointment on discharge after the completion of a specified term of service.

(3) An employee shall be given a notice of not less than three months before he is discharged from the service on abolition of the post held by him:

Provided that if in any case, notice of at least three months is not given and the employee is not offered with any employment on the date on which his service is dispensed with the sanction of the authority competent to dispense with the service, then a gratuity, not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him in addition to compensation pension but no compensation pension shall be payable for the period for which he receives a gratuity in lieu of notice.

7. **Invalid pension.** – (1) An employee shall be entitled to receive invalid pension if he retires from service due to becoming permanently incapacitated on account of physical or mental infirmity.

(2) Unless otherwise specified, an employee who applies for an invalid pension shall submit a medical certificate from the Chief Medical Officer of Government of West Bengal in the concerned District or from any other Medical Officers of equivalent status nominated or specified by the state Government.

(3) While applying for invalid pension, the employee shall furnish a medical certificate in Form 19.

(4) Invalid pension is not admissible to an employee, if the Medical Officer certifies that the incapacity of the employee is directly due to addiction to drugs, alcohol or any other substance.

8. **Superannuation pension.** – Superannuation pension is granted to an employee who retires at the age of 60 years.

9. **Retiring pension.** – A retiring pension is admissible to an employee who is allowed to retire as per his prayer after completing at least twenty years' satisfactory qualifying services.

10. Commencement of pension. – The pensions herein above referred in rules 6, 7 8 and 9 shall commence from the date following the date of retirement of such employee.

11. Determination of date of birth. – (1) When the year of birth of employee is known but the date of birth is not known, the first day of July shall be deemed to be the date of birth.

(2) When only the month and year of birth of an employee are known, the 16th day of that month shall be deemed to be the date of birth.

12. Qualifying service. – (1) The continuous satisfactory service of a whole time approved employee in any educational Institution, shall count as qualifying service:

Provided that the service rendered before completion of 18 years shall not be counted as service:

Provided further that the service rendered by an employee in an unrecognized school or in a D.A. getting school shall not be counted:

Provided also that the service rendered by an employee under the Central or in any State Government or union territories shall count for determining qualifying services.

(2) Approved temporary service including approved service on leave or deputation vacancy in one or more schools shall be counted towards pension, subject to the fulfillment of other conditions for grant of pensions.

(3) All periods of authorized leave, other than extra-ordinary leave without pay, shall be counted as qualifying service:

Provided that the service rendered by an employee under State Government shall be counted for determining qualifying service:

Provided further that extra-ordinary leave granted other than on medical ground shall be also counted towards calculating qualifying services if such leave is granted due to the employee's inability to join or rejoin duty on account of civil disturbance declared by the state government or for pursuing higher studies in relation to his teaching subject in school with prior permission from District Inspector of Schools concerned.

(4) Period of suspension followed by reinstatement shall be counted as qualifying service if such period is treated, by order, as duty by the competent authority.

(5) The period between the date of dismissal or removal and the date of reinstatement shall be counted as qualifying service only if the appointing authority, by order, treats that period as on duty or leave other than extra-ordinary leave.

(6) Vacations shall be counted as qualifying service if an employee is present on both the closing and re-opening dates and if on leave on either of the dates, the absence is regularized by sanction of leave by the competent authority.

(7) Qualifying services for pension shall be counted upto the age of superannuation or the date preceding the date of voluntary retirement.

(8) Period of absence under duress as declared by Government Order No.1071-Edn (S), dated 19.8.1977 and Government Order No.477-Edn (S) dated 16.8.1980 (read with any subsequent orders to the same effect) issued by State Government shall be counted as qualifying service.

(9) Any period of services not covered under sub-rules (1) to (8) shall not count as qualifying service.

13. Effect of dismissal or removal or resignation. – When an employee is dismissed or removed from service or when he resigns from the post, the service rendered by him shall stand forfeited and such employee is not entitled to receive pension.

14. Date of retirement. – (1) When an employee is required to retire on attaining a specific age, the date on which he attains that age, shall be reckoned as a working day and the employee shall retire with effect from the afternoon of that day.

(2) If the date of retirement on superannuation of an employee falls on any date other than the first day of the month, he shall be allowed to retire on the last day (afternoon) of the month.

(3) If the date of retirement on superannuation of an employee falls on the first day of a month, he shall be allowed to retire on the last day (afternoon) of the preceding month.

15. Pension sanctioning authority. – The Secretary of the District Primary School Council concerned shall be the pension sanctioning authority under these rules.

16. Rate of pension. – (1) The amount of pension shall be determined at the rate of 50% of last pay drawn in all cases to an employee who has completed at least 33 years satisfactory qualifying services:

Provided that an employee, who at the time of retirement has rendered satisfactory qualifying service of 10 years or more but less than 33 years the amount of his pension shall be of such proportion of the maximum admissible pension as the qualifying services rendered by him.

(2) The maximum or minimum monthly amount of pension in favour of a pensioner shall not exceed or not be less than the sum as may be fixed from time to time by the State Government.

(3) In addition to pensions determined under sub-rule (1), the pensioner is entitled to relief as admissible to the State Government pensioners from time to time.

(4) Subject to the other provisions of these rules the amount of monthly pension payable monthly shall be expressed as a whole of a rupee and where the pension calculated according to these rules contains a fraction of rupee, it shall be rounded off to the next higher rupee.

(5) A pension admissible to an employee shall be fixed and paid in Indian rupee and in India.

(6) Where the service of an employee has not been thoroughly satisfactory, the pension sanctioning authority may make such reduction in the amount as it thinks fit.

(7) The proportionate reduction in the amount of pension under these rules should be to the extent by which the employee's service as a whole has failed to reach a thoroughly satisfactory standard.

(8) The service of an employee against whom a charge of corruption has been initiated through proceedings cannot be considered to be satisfactory.

(9) Final pension, gratuity etc., shall not be sanctioned to an employee against whom departmental or judicial proceedings have been instituted or pending.

(10) In case of misconduct of the pensioner, the pension sanctioning authority shall have the power to withhold pension or reduce the amount of pension.

17. The rate of dearness pension. – The amount of dearness pension shall be determined at the rate of 50% of the dearness pay (the part of dearness allowance merged with pay is treated as dearness pay) drawn last in all cases to an employee who has completed at least 33 years satisfactory qualifying services:

Provided that for an employee who at the time of retirement has rendered satisfactory qualifying service of 10 years or more but less than 33 years, the amount of his dearness pension shall be of such proportion of the maximum admissible dearness pension as the qualifying service rendered by him is in proportion to the maximum admissible length of service qualifying for pension:

Provided further that no part of dearness pension shall be allowed to be commuted before or after retirement with or without medical examination by any employee under any circumstances.

18. Provisional Pension. – (1) Where any departmental or judicial proceeding is instituted or pending against an employee who is allowed to retire on attaining the age of superannuation or otherwise, he shall be paid a provisional pension following his prayer during the period commencing from the date of his retirement to the date on which the final orders are passed by the appropriate authority on such proceeding.

(2) Where an employee who is allowed to retire on attaining the age of superannuation but whose pension has not been sanctioned by the Pension Sanctioning Authority for want of his necessary service records, shall be paid provisional pension following his prayers.

(3) The amount of provisional pension shall not exceed the sum total of maximum amount of pension and the maximum amount of dearness pension, which would have been admissible to an employee on the basis of his qualifying services up to the date of retirement, or if he was under suspension on the date of retirement upto the date immediately preceding the date on which he was placed on suspension.

(4) Payment of the provisional pension shall be adjusted against the final retirement benefits sanctioned to such employee up to conclusion of the aforesaid proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

(5) In no case the provisional pension, referred to in sub-rule (1), shall be paid beyond a period of 12 months from the date of retirement. During sanction of provisional pension under the rules, report on admissibility of pension is required to be obtained from the Director of Pension, Provident Fund and Group Insurance, West Bengal. No Gratuity or death cum retirement gratuity shall be paid to him until the conclusion of such proceedings and the issue of final orders thereon. Such provisional pension shall be subject to adjustment against the amount of pension including gratuity or by short payment of pension. All outstanding dues shall be adjusted in the same manner as above.

19. Right to withhold pension in certain cases. – (1) The pension of an employee may be withheld in whole or in part under an order of the pension sanctioning authority, passed not later than 3 years after the date of retirement to meet any sum due under the liability incurred by such employee to the government.

(2) The pension sanctioning authority reserves to himself the right of withholding or withdrawing a pension or any part of it whether permanently or for a specified period, and the right of ordering recovery from the pension relief of the whole or part of any pecuniary loss caused to Government, if the person is found to have been guilty of grave misconduct or negligence during the period of his service, including service rendered on reemployment after retirement:

Provided that such proceedings by Managing committee if instituted while the employee was in service whether before his retirement or during reemployment, shall after the final retirement of the employee be deemed to be a proceeding under this article and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service:

Provided further that such proceedings, if not instituted while the employee was in service, whether before his retirement or during reemployment shall not be instituted save with the sanction of Secretary of the Department and shall not be in respect of any event which took place more than 3 years before such institution.

(3) An employee who retires from service but against whom criminal proceedings involving moral turpitude is pending in a court of law shall not be sanctioned any pension until the termination of the criminal proceedings:

Provided that an interim allowance not exceeding two thirds of the pension that would have been admissible but for the criminal proceedings may be granted during the pendency of such proceedings in case of hardship.

Provided further that if he is convicted on a criminal charge involving moral turpitude he shall not be entitled to any pension but a compassionate allowance may be granted to him and this shall not exceed two third of the pension which would have been admissible to him if he had retired on medical certificate.

Provided also that interim allowance or compassionate allowance, as the case may be, can be sanctioned only after obtaining an admissibility report from Director of Pension, Provident Fund and Group Insurance, West Bengal:

Provided also that no such judicial proceedings if, not instituted while the employee was in service, whether before his retirement or during re-employment shall be instituted in respect of a cause of action which arose, or an event which took place more than 3 years before such institution.

Explanation I. – For the purpose of this rule a departmental proceeding shall be deemed to have been instituted on a date on which the charge sheet or statement of charges is issued to the pensioner or if the employee or an employee has been placed on suspension from an earlier date, on such date.

Explanation II. – For the purpose of this rule a judicial proceedings shall be deemed to have been instituted –

- (a) in the case of criminal proceeding, on the date on which the complaint or report of the police officer, on which the magistrate takes cognizance is made, and
- (b) in the case of civil proceedings, on the date, on which the plaint is presented or as the case may be, an application is made to the civil court.

(4) Where any departmental or judicial proceeding is instituted against an employee who has retired on attaining the age of retirement or otherwise, he shall be paid during the period, commencing from his retirement to the date on which, upon conclusion of such proceedings final orders are passed, a provisional pension not exceeding the maximum pension which would have been admissible on the basis of his qualifying service upto the date of retirement or if he was under suspension, for the period between the date of his joining to the date immediately preceding the date of suspension, but no gratuity or death cum retirement gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders there on.

(5) Payment of provisional pension made under clause (4) shall be adjusted against the final retirement benefit sanctioned to such an employee upon conclusion of aforesaid proceeding but no recovery shall be made where pension finally sanctioned is less than provisional pension or the pension is reduced or withheld either permanently or for a specified period.

20. Withholding of pension and dearness pension in case of convictions and misconduct. – (1) The Pension Sanctioning Authority shall by order, in writing, withhold or withdraw a pension or a part thereof whether permanently or for a specific period, if the pensioner is convicted of criminal offence serious in nature or is found guilty of grave misconduct.

(2) Where a pensioner is convicted of criminal offence serious in nature by a court of law, action under sub-rule (1) shall be taken in the light of the judgement of the Court relating to such conviction.

(3) In the context of a case not falling under sub-rule (2), if the pension sanctioning authority under the sub-rule (1) considers that the pensioner is prima-facie guilty of grave misconduct, it shall, before passing an order under sub-rule (1), serve upon the petitioner a notice specifying the action proposed to be taken and calling upon him to submit, within 15 days of the receipt of the notice or such further time not exceeding 15 days as may be allowed by the pension sanctioning authority, such representation as he may wish to make against the proposal and such representation shall be considered by the pension sanctioning authority while withholding the pension under sub-rule (1).

(4) An appeal against an order under sub-rule (1) shall be made to the Secretary, School Education Department, Government of West Bengal.

21. Recovery of dues before sanctioning pension. – (1) When a retiring employee does not clear government dues and these are ascertainable, an equivalent cash deposit or refund may be taken from him or may be deducted out of gratuity payable to him before releasing his final pension or gratuity.

(2) If any of the Government dues remain unassessed for any reason the retiring employee may be asked to furnish a suitable bond or a part of gratuity not exceeding the estimated outstanding dues plus 25 % thereof may be withheld (subject to maximum of 10%) and balance may be released to him.

(3) Government dues remaining unrealized and other dues revealed within a period not exceeding six months from the date of retiring of the employee, shall, however, be reckonable from the pensioner by adjusting with dearness pension or dearness relief admissible.

CHAPTER III

Gratuity.

22. Gratuity. – (1) For a service of 10 years or more, an employee is entitled to retiring gratuity at the rate of one-fourth of his for each completed six monthly period of satisfactory qualifying service, subject to a maximum of 16½ months emoluments as fixed by the Government. For service of less than 10 years but more than at least 1 year, the rate of gratuity is ½ month's emoluments reckonable for pension for every completed six monthly period of service. The maximum amount is however Rs.2, 50, 000/- :

Provided that the period of satisfactory qualifying exceeding 33 years shall not be counted.

(2) No gratuity shall be paid to an employee against whom a departmental or judicial proceeding is instituted or pending, until the conclusion of such proceeding and the issue of final order.

(3) While calculating the amount of death or retirement Gratuity, Dearness pay and Dearness Allowances drawn immediately before death or retirement shall be taken into account in addition to Basic Pay last drawn.

23. Provisional gratuity. – An employee whose gratuity is not sanctioned for the reasons as stated in sub-rule (2) of rule 22, provisional gratuity, after withholding of 10 per cent or Rs.10, 000/- of the provisional gratuity, whichever is less should be sanctioned to the retiring employee by Pension Sanctioning Authority concerned subject to the furnishing a written undertaking by the pensioner concerned.

CHAPTER IV

Provisions relating to death gratuity and family pension.

24. Death gratuity. – (1) In the event of death in harness, the death gratuity shall be admissible at such rates as mentioned in table below: –

Table

Length of qualifying service	Rate of death gratuity
(a) Less than one year	2 times of the amount reckonable as Gratuity
(b) One year or more but less than 5	6 times of the amount reckonable as Gratuity
(c) 5 years or more but less than 20 years	12 times of the amount reckonable as Gratuity
(d) 20 years or more	Half of the amount reckonable for Gratuity for every completed 6 monthly period of qualifying service, subject to maximum of 33 times of the amount reckonable for Gratuity.

In no case the amount shall exceed Rs.2, 50,000/-

25. Nomination. – (1) Any employee to whom these rules apply shall make a nomination in writing in the appropriate form conferring on one or more persons the right to receive the retiring gratuity or death gratuity that may be sanctioned under these rules.

(2) The concerned employee as well as the heads of offices shall follow the following nomination procedure: –

- every whole time and regular West Bengal Recognized Non-Government Educational Institution Employees and teachers shall execute nomination in the proper form as prescribed under these rules just after his joining the service or as soon as his or her services are made whole time and regular;
- it shall be the duty of every head of office to supply necessary Form of nomination for West Bengal Primary Teachers' Death Cum Retirement Benefit Rules to every whole time and regular employee on the very date of his joining service or on the date in which the employee is brought under whole time and regular service;
- on receiving the nomination Form from the employee concerned, the same should be pasted in the service Book after it is duly countersigned by the head of the office as required under these rules;
- the statement of family should be obtained just after the employee completes one year's service and the same should be pasted in the Service Book. It shall be incumbent upon the employee concerned to report to the head of the office, in writing, any omission or addition that may occur subsequently in order to keep the statement of family members updated;
- if an employee has a family, the nomination shall not be in favour of any person or persons other than the member of his family. If an employee nominates more than one person, he shall specify in the nomination Form the amount or share payable to each of the nominee in such manner as to cover the whole amount of gratuity.

26. Family pension. – (1) Family pension is admissible to the members of the family of an employee who dies while in service after rendering at least one year's service.

(2) The benefit shall also be admissible in case of death of an employee after retirement if at the time of death he was in receipt of compensation, invalid, retiring or superannuation pension.

27. Family pension at normal rate. – The rate of family pension admissible to the members of the family of an employee shall be 30% of pay (basic pay) drawn last actually or notionally:

Provided that maximum and the minimum amount of family pension shall be fixed by orders of the State Government from time to time.

28. Family pension at enhanced rate. – (1) In the event of death of an employee while in service, the enhanced rate of family pension may be admissible:

Provided that the employee concerned has rendered, not less than 7 years continuous service, prior to his death:

Provided further that the family pension at enhanced rate is payable for, a period of 7 years from the day following the date of death or till the date on which the employee concerned would have attained the age of 65 years had he survived, whichever period is less.

(2) In the event of death after retirement, the family pension at enhanced rate shall be payable up to the date on which the deceased employee concerned would have attained the age of 65 years had he survived or for 7 years, whichever period is less and after the period of family pension at enhanced rate is over, family pension at normal rate shall commence.

(3) The amount of family pension at enhanced rate payable under these rules shall be calculated in the following manner: -

- (a) 50% of the last basic pay of the deceased employee;
- (b) two times of family pension as per last basic pay;
- (c) amount of pension in case of pensioner (in case of died in harness this point should not be filled).
- (4) The amount whichever is the lowest amongst clauses (a), (b) and (c) of sub-rule (3) shall be taken into consideration for payment of family pension at enhanced rate.

29. Period during which family pension is admissible. – Subject to the following conditions, the family pension shall be admissible –

- (a) in the case of widow or widower up to the date of death of such widow or widower or re-marriage of such widow, whichever is earlier;
- (b) in the case of son, until he attains the age of 25 years;
- (c) in the case of unmarried daughter, till she attains the age of 25 years or marriage whichever is earlier;
- (d) in the case of dependent parents up to the date of their death or re-marriage, whichever is earlier.

Note. – Where an employee is survived by more than one widow, the family pension shall be paid to them in equal shares. This shall not be applicable in cases where bigamy is barred by statutes and personal law. On the death of the widow, her share of the pension shall become payable to her eligible minor children. If at the time of her death a widow leaves no eligible minor child, the payment of her share of the pension shall cease.

30. Grant of family pension to dependent disabled son(s) or daughter(s) of the Deceased Pensioner: - (1) Where a deceased pensioner's son or unmarried or widowed daughter, who is suffering from any mental disorder or disability of mind or is physically disabled so as to prevent him or her to earn his or her living even after attaining the age of 25 years, shall be paid family pension during his or her lifetime subject to the following conditions:—

- (a) if such son or daughter is one among two, or more of the pensioner, the family pension shall be initially payable to the minor children, in the case of minor son until he attains the age of 25 years and in the case of unmarried daughter until she attains the age 25 years or marriage which ever is earlier, as the case may be, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him for life;
- (b) if there are more than one such son or daughter suffering from mental disorder or disability of mind or who are physically disabled, the family pension shall be payable in the order of their birth and the younger shall get the family pension only after the elder next above him ceases to be eligible. When the family pension is payable to twin children, it shall be paid to such twin children in equal shares, provided when one such child ceases to be eligible, his share shall revert to the other and when both of them cease to be eligible the family pension shall be payable to the next eligible single child or twin children;

- (c) the family pension shall be paid to such son or daughter through the guardian as if he is a minor; production of guardianship certificate is not necessary where such child has attained the age of majority;
- (d) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the disability is of such a nature as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Sub-Divisional Medical Officer, stating, as far as practicable, the Mental or Physical condition of such son or daughter;
- (e) the person receiving the family pension as guardian of such son or daughter shall produce once in every year a certificate from a Medical Officer not below the rank of Sub-Divisional Medical Officer to the effect that he or she continues to suffer from mental disorder or disability of mind or continues to be physically disabled;

Provided that such son or daughter is not in receipt of any kind of pension whatsoever from any Government or Government Undertaking etc. on account of such disability:

Provided further that in case of disability of permanent in nature certified as non-recoverable, or incurable, the production of certificates for every three years may be done away with.

31. Date of effect of family pension. – A family pension shall take effect from the day following the death of an employee or pensioner.

32. Family pension payable to one member of the family. – (1) Subject to the provision contained in the note under rule 29, the family pension sanctioned under these rules shall not be payable to more than one members of the employee's family at the same time. It shall first be admissible to the widow or widower and on the death of such widow or widower to the first eldest minor daughter, thereafter next minor daughter according to seniority and when there shall be no minor daughter, the eldest minor son and so on and thereafter to mother and lastly to father. Payments to minor shall be made through natural or legal guardian.

Note: – Payment of family pension shall not be any bar if at the time of entitlement, the widow or widower or unmarried daughter or son happens to be employed anywhere.

33. Family pension and retirement benefits against disappeared employee. – (1) When an employee disappears leaving his family, admissible retirement benefits may be granted to his eligible members of the family as mentioned under rule 28.

(2) On receipt of such application along with documents as may be necessary subject to fulfilment of the following conditions:-

- (a) the family must lodge a report with the concerned police station and obtain a report from the Officer-in-Charge of such Police Station to the effect that the incumbent could not be traced out in spite of efforts made by the police.
- (b) an indemnity bond should be taken from the family pensioner concerned to the effect that all payments received from the Government shall be refunded to the Government in the event the missing person reappears and claims his dues.
- (3) All Government dues outstanding against the employee shall be recovered from the relief on pension.
- (4) The family concerned shall apply to the Secretary, District Primary School Council concerned for grant of family pension after one year from the date of disappearance of the employee.
- (5) The Pension Sanctioning Authority concerned shall make proper scrutiny of the application received under sub-rule (3) and if it found proper, he shall recommend it to the Director of School Education, West Bengal and the Director of School Education in his turn shall forward the case with his comments to the State Government.

34. Procedure for payment of retirement benefits. – (1) (a) The Sub-Inspector of Schools concerned shall prepare a list as shown in Form I every six months, i.e. on the 1st January and the 1st July each year of all employees who are to retire within the next 30 months of that date.

(b) A copy of every such list shall be sent to the Director of Pension, Provident Fund and Group Insurance, not later than the 31st January or the 31st July as the case may be, of that year. In case of the persons retiring for reasons other than by way of superannuation, the Sub-Inspector of Schools concerned shall promptly inform the Director of Pension, Provident Fund and Group Insurance.

(2) The Sub-Inspector of Schools concerned shall send a notice specified in Form 2 to the employee who is to retire on superannuation within the next 24 months.

(3) An employee, who is eligible for pension under these rules, shall submit to the Sub-Inspector of Schools concerned a formal application for pension in Form 3 as specified in third schedule duly filled in all respects along with other papers as specified in Form Nos. 4, 5, 6, 7, 8 and 9 positively 18 months in advance of his retirement on superannuation. It is to be noted that the retirement benefit can only be obtained when the retiring or retired employee or family pensioner shall submit a formal application for retirement benefits in prescribed proforma as above duly filled in all respects with all requisite papers for any kind of pensions or family pension or Contributory Provident Fund cum Gratuity / Death Gratuity in case of those employees opted for Contributory Provident Fund cum Gratuity under Death Cum Retirement Benefit, 1981.

(4) The Sub-Inspector of Schools on receipt of the formal application for pension, shall prepare the pension papers as specified in Forms 12, 13, 14 and 15 after due scrutiny and verification of the service claimed and the emoluments actually drawn and forward the same along with the original Service Book to the Pension Sanctioning Authority concerned within 3 months after the receipt of the application from the employee under sub-rule (3).

(5) The Pension Sanctioning Authority concerned shall check the pension papers and Service Book under sub-rule (4) with reference to the Check List prescribed in Form 23 (Check List) and shall countersign the Service Book and other forms as required above and he shall also prepare Pension Calculation Sheet in Form 17. He shall also countersign the Initial Pay Fixation statements of different Revision of Pay and Allowances. Within 3 months from the date of receipt of said papers from the Sub-Inspector of Schools, the Pension Sanctioning Authority concerned shall send the Pension papers as stated under sub-rule (4) alongwith Service Book, Form 17 and Form 23 duly completed in all respect to the Finance Officer of the District Primary School Council concerned for further examination.

(6) After receiving back the pension papers, if any observation or objection is made by the Finance Officer of the District Primary School Council concerned, the Pension Sanctioning Authority concerned shall promptly meet the observation or objection with the disposal of the pension papers to enable the Finance Officer of the District Primary School Council concerned to give certificate as to the correctness of the case within 3 months from the date of receipt of the pension case from the Pension Sanctioning Authority concerned.

(7) After obtaining the prescribed certificate as to the correctness of the case from the Finance Officer of the District Primary School Council concerned, the Pension Sanctioning Authority concerned shall sanction pension in Form 16 and shall send all duly filled Forms, as applicable, with the forwarding letter as in Form 18, including Service Book in original and Form 23 (Check List) to the Director of Pension, Provident Fund and Group Insurance, West Bengal within 3 months from the date of receipt of such papers from Finance Officer of the District Primary School Council concerned.

Note: - There is no bar to receive service pension and family pension under these rules if the family pensioner's husband happens to be in military service prior to appointment as employee.

(8) If the Pension Sanctioning Authority concerned cannot sanction the pension of a employee for whatever be the reasons he shall intimate his decision thereof to the employee concerned within 3 months from the date of receipt of the papers as provided in sub-rule (5).

(9) Director of Pension, Provident Fund and Group Insurance shall issue the said pension payment order within 5 months from the date of receipt of the pension papers under sub-rule (7).

(10) Director of Pension, Provident Fund and Group Insurance shall send Pension Payment Order (PPO) to the Pension Disbursing Officer or Treasury Officer concerned with copies to the Pension Sanctioning Authority concerned and the retiring employee or family pensioner within 5 months from the date of receipt from the Pension Sanctioning Authority concerned.

(11) On receipt of the Pension Payment Order (PPO), the Pension Disbursing Officer (P.D.O.) or Treasury Officer (T.O.) concerned shall on personal appearance of the pensioner, complete formalities as prescribed in the relevant rules and start payment of admissible retirement benefits, from the date as mentioned in the Pension Payment Order (PPO).

(12) If the Director of Pension, Provident Fund and Group Insurance cannot issue Pension Payment Order of an employee for whatever be the reasons, shall intimate his decision thereof to the Pension Sanctioning Authority and the employee concerned, within 5 months from the date of receipt of the papers as provided in sub-rule (7).

(13) The pension sanctioning authority shall sanction provisional pension, provisional gratuity and issue Provisional Pension Payment order. The same shall be drawn and disbursed by the Sub-Inspector of Schools concerned from concerned Treasury.

CHAPTER V**Commutation of pension**

35. Commutation of pension. – An employee who is eligible for the benefit of pension under these rules shall be entitled to commute for a lump sum payment at the specified rate:

Provided that an employee shall not be entitled to commute more than 40 % of the pension which has been or may be granted to him:

Provided further that a employee against whom a judicial or departmental proceeding has been instituted or continued or a pensioner against whom any such proceeding has been instituted or continued shall not be permitted to commute any portion of his pension during the pendency of such proceeding.

36. Application for commutation before retirement. – An employee before his retirement shall make an application to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34.

37. Application for commutation after retirement. – A pensioner who fails or declines to make an application for commutation of pension to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34 the employee, may apply to the Sub-Inspector of Schools upto the age of 61 without medical examination. The pensioner shall enclose a copy of Pension Payment Order with the application for commutation of pension.

38. Application for commutation exceeding 61 years. – (1) A pensioner who fails or declines to make an application for commutation of pension to the sub-inspector of Schools concerned in Form 4 along with the application for pension under sub-rule (3) of rule 34, the pensioner, may apply to the Secretary, District Primary School Council concerned at the age exceeding 61 years with medical examination in Form 10 for commutation of a portion of his pension.

(2) (a) The Pension Sanctioning Authority concerned, on receipt of application in Part I of Form 10, acknowledge the receipt in Part II of Form 10 and despatch the same to the applicant.

(b) the Pension Sanctioning Authority concerned shall forward in original to the Director of Pension, Provident Fund and Group Insurance in Part III of Form 10 with the request that part IV of that Form may be completed and returned to him as early as possible so that action for getting the applicant examined by the appropriate medical authority can be taken.

(3) The Director of Pension and Provident Fund and Group Insurance shall, on receipt of Form 10 from the Pension Sanctioning Authority concerned complete Part IV of that Form and transmit the same to the Competent Authority as early as possible.

(4) The Competent Authority shall, on receipt of Form 10 from the Director of Pension, Provident Fund and Group Insurance intimate the applicant in Part V (2) of Form 10 by such Medical Authority or Medical Boards as the Competent Authority may consider fit for commutation and shall at the same time instruct him to appear for examination before the Medical Authority or Medical Board within three weeks from the date of its order, or he has applied for Commutation in advance of the date of his retirement within three months from the date of order but in case earlier than the date of retirement and shall supply a copy of Part I of Form 11 to the applicant. If the applicant appears before the Medical Authority or Medical Board, he shall be deemed to have accepted the amount authorized to be commuted.

(5) A copy of Part V(2) of Form 10, as the case may be shall be endorsed by the Director of Pension, Provident Fund and Group Insurance to the Appropriate Medical Authority or Medical Board through the Director of Health Services (for cases in Calcutta) or the Chief Medical Officer of Health (for any other case) with –

(i) Part II and Part III of Form 11;

(ii) Part IV of Form 10 duly completed in original;

(iii) two copies of the applicant's photograph of which one copy shall be attested by an officer belonging to Group A service of the State Government.

(6)(a) If the applicant, after receipt of communication from the Competent Authority under sub-rule (4) fails to appear for Medical examination before the Medical Authority or Medical Board on the date and at the time communicated to him (including any change therein either at the request of the applicant or due to administrative reasons) and there is no reasonable ground for his failure, the Medical Authority or Medical Board shall report the fact to the Competent Authority concerned and return to him the documents received under sub-rule (4).

(b) With the return of documents to the Competent Authority under clause (i) the application for commutation shall be deemed to have been withdrawn.

(7) The Director of Health Services, West Bengal or the Chief Medical Officer of Health shall, on receipt of documents referred to in sub-para (4), shall

- (a) arrange for the medical examination of the applicant by the Medical Authority at the nearest available station from the residence of the pensioners;
- (b) transmit the documents referred to in sub-para (4) to the Medical Authority with the direction to examine the applicant;
- (c) inform the applicant as to the place and date of his medical examination and direct the Medical Authority to communicate to the applicant the time of such examination.

Note. – In fixing the date of medical examination, it shall be ensured that the medical examination is held before the applicant's next birthday.

(8) The Certifying Medical Authority shall, after obtaining from the applicant a statement in Part I of Form 11 which must be signed in their presence, subject to strict examination enter the results in Part II of Form 11 and record their opinion as to the accuracy with which the pensioner has answered the questions in Part I of Form B regarding his medical history and habits, attest the unattested copy of the photograph of the applicant, complete the certificate contained at the end of Part II of Form 11 and forward it to the Audit Officer, who has already completed Part IV of Form 10, with the following documents: –

- (i) Part II or Part III of Form 11 in original;
- (ii) Attested copy of applicants photograph;
- (iii) Part I of Form 11 in original; and
- (iv) Part IV of Form 10 duly completed in original.

(9) The Medical Authority or Medical Board shall also send to the applicant a certified copy of Part III of Form 11 and forward a certified copy of Part III of Form 11 to the Competent Authority who has signed Part V (1) or Part V (2) of Form 10.

(10) If the Medical Authority or Medical Board or Special Board, as the case may be directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice despatched within a period of two weeks from the date on which he receives intimation of the finding after Medical Authority and of the revised sum payable on communication. The Pension Sanctioning Authority shall communicate the adverse medical report and revised sum payable as commuted value.

(11) If the applicant does not withdraw in writing his application within the said period of two weeks, he shall be deemed to have accepted the revised sum offered.

(12) The pensioner who applied for commutation of pension within one year from the date of his retirement shall not be subjected to medical examination for the purpose of payment of commuted value of pension, provided this benefit shall not be admissible to the persons retired on ground of invalidation. Application for commutation of pension without medical examination shall be made after the date of retirement and the commutation shall become absolute, that is, the retired pension shall become absolute, that is, the retired person shall become entitled to receive the commuted value of pension on the date on which his application is received by the Competent Authority. A pensioner who has applied for commutation of pension without medical examination shall have no option to withdraw his application. Persons retired on ground of invalidation and those have applied for commutation of pension after one year from the date of retirement shall be subjected to medical examination. Such persons shall become entitled to receive the commuted value of pension on the basis of next birth day following the date on which the medical authority signs the medical certificate.

(13) In case of application for commutation of pension from a pensioner drawing invalid pension, the Medical Board shall, after examination in the manner as stated above, record his opinion in Part III of Form 11.

(14) The Medical Authority examining a pensioner applying for commutation of pension shall be competent to charge fee at rates as prescribed by the State Government in the Health Department.

Note. – The commuted portion of pension shall be restored to a pensioner after completion of 15 years from the date of retirement, irrespective of the date of commutation.

CHAPTER VI**Miscellaneous.**

39. Transfer of pensionary benefit from one Treasury of India to another. – (1) A pensioner settled outside the State of West Bengal can make an application to Director of Pension, Provident Fund and Group Insurance, West Bengal showing sufficient cause to allow transfer of payment from one Treasury in the State of West Bengal to another Treasury in other States or Union Territories in duplicate in Form 20:

Provided that if a pensioner or family pensioner prefers payment of his pensionary benefit outside West Bengal he may submit application to the Director of Pension, Provident Fund and Group Insurance in duplicate in Form 21.

(2) The Director of Pension, Provident Fund and Group Insurance shall countersign and forward the same to the Accountant General (A&E), West Bengal for issuing Special Seal Authority to the concerned Accountant General for payment of pensioner benefits outside West Bengal as per application under sub-rule (1)

(3) If the Pensioner or Family Pensioner prefers on a date subsequent to the first drawal of Pensionary benefit from a Treasury in West Bengal or Pension Disbursement Office Kolkata to draw the Pensionary benefits from a Treasury outside West Bengal he shall submit an application in forms specified in eighth schedule before the concerned Treasury in West Bengal or Pension Disbursement Office, Kolkata. On all the cases, recent duly attested Joint or Single photographs, fresh specimen signature or Left Thumb Impression, are to be collected by the respective Treasury Officer(s) or Pension Disbursement Office (PDO), Kolkata.

(4) On receipt of such application from the Pensioner or Family Pensioner the Treasury in West Bengal or Pension Disbursement Office, Kolkata shall forward the application in Form 22 with both halves of the Pension Payment Order with last payment certificate embodied thereon and photographs, specimen signatures etc. to the Director of Pension and Provident Fund and Group Insurance, West Bengal for necessary authentication and placement before the Accountant General (A&E), West Bengal for issuing specimen seal authority to the concerned Accountant General outside West Bengal.

(5) On the receipt of both copies of P.P.O. (one copy for Treasury and other is incumbent's copy) with application in duplicate and the photographs, specimen signatures etc. from the concerned Treasury or Pension Disbursement Office under sub-rule (4), the Director of Pension, Provident Fund and Group Insurance, shall cancel both halves of P.P.O. and forward the same to the Accountant General (A&E), West Bengal along with the single or joint photographs, fresh specimen signature etc. and a fresh Descriptive Rolls of such Pensioners or Family Pensioners for issue of Special Authority. The Director shall also send specimen signature of the Audit Officer or Director. Pension, Provident Fund & group insurance, West Bengal to the Accountant General (A&E), West Bengal. While sending both halves of P.P.O. to the Accountant General (A&E), West Bengal for issuance of Special Seal Authority in respect of the first payment, the following documents are required to be submitted by The Director of Pension, Provident Fund and Group Insurance, namely: –

- (a) Last Pay Certificate;
- (b) sanction of pension;
- (c) amount of pension or gratuity or commuted value of pension;
- (d) amount commuted and amount reduced pension;
- (e) date of restoration of normal pension after commutation;
- (f) name of family pensioner;
- (g) date of birth in case of minor;
- (h) nomination for life time arrear.

(6) While sending transfer cases to the Accountant General (A&E), West Bengal the Director of Pension, Provident Fund And Group Insurance being the Pension Payment Order issuing Authority is also required to get the Pension Payment Order cancelled and fresh Pension Payment Order prepared with last payment certificates for issuance of Special Seal Authority. In the matter of issuance of Special Seal Authority, the Accountant General (A & E), West Bengal shall act as an interface between the Director of Pension and Provident Fund and Group Insurance, West Bengal and other States.

(7) In the cases of revision of pension the Director of Pension and Provident Fund and Group Insurance, West Bengal shall issue revised authority as per the scheme with the counter signature and send the same to the Accountant General (A&E), West Bengal for issuing Special Seal Authority. In the case of Revision or Relief in pension the Director of Pension and Provident Fund and Group Insurance shall send copy of the order granting relief of pension at revised rates to the Accountant General (A&E), West Bengal for issue authority for payment of relief at revised rate to the pension drawing person from other States.

(8) The pensioners or family pensioners desirous of drawing pension from outside this State shall furnish to the concerned pension disbursing authority necessary certificates or documents like life certificate, non-employment certificate etc. as and when required by the said authority.

(9) Regarding accounting procedure, the amount paid by the other State Governments shall initially be booked under "8793-Inter-State Suspense Accounts with Government of West Bengal.

(10) On receipt of clearance by R.B.I. Nagpur the same is to be kept under "8658-Suspense Account-110-CAO RBI Suspense" as debit. On receipt of the vouchers and details from the concerned Accountant General the amount is to be debited finally under "2071-01-109 -NP-001-V-04".

40. Application of West Bengal Service Rules. – In all matters not expressly provided for by these rules, the rules specified in the West Bengal Service (Death-cum-Retirement Benefit) Rules, 1971 shall, in so far as they are not inconsistent with these rules and with the Act, shall apply to the employees *mutatis mutandis* subject to approval of the Government of West Bengal in the Finance Department.

41. Interpretation. – If any question arises on any matter or matters relating to the interpretations to these rules, it shall be referred to the State Government and the decision of the State Government thereon shall be final.

42. Relaxation. – Nothing in these rules shall be construed to limit or abridge the power of the State Government in School Education Department to dispense with or relax with requirement of any provisions of these rules to such extent and subject to such condition as may be considered necessary.

43. Repeal and savings. – (1) The provisions of West Bengal Recognized Non-Government Educational Institution Employees (Death-cum-Retirement) Scheme 1981, as applicable to teachers of Primary Schools, along with notifications, memorandum and orders published earlier relating to the eligibility, application, admissibility of the benefits under the aforesaid West Bengal Recognized Non-Government Educational Institution Employees (Death-cum-Retirement) Scheme, 1981 shall be deemed to have been repealed in so far as they are repugnant to the matters covered by these rules:

Provided that such repeal shall not affect the previous operation of the said scheme, notifications and orders or anything done or any action taken thereunder and the benefits already granted on the basis of the scheme, notifications, orders in force prior to coming into effect of these rules shall not in any way be adversely affected.

(2) The Forms appended to these rules shall replace the relevant existing Forms.

FORM 1

[See rule 34(1)]

(To be sent to the Director of Pension, Provident Fund and Group Insurance, West Bengal
31st January/31st July at the latest)

Sl. No.	Name of the teacher/employee	Date of birth	Appointment held in Substantive capacity, Scale of pay etc.	Appointment held in Officiating capacity, Scale of pay etc.	Date of superannuation	If no extension of service date of present extension	Whether the teacher/employee made formal application for pension if so date of receipt of the application
1	2	3	4	5	6	7	8

Signature of the Sub-Inspector of Schools concerned

or

Principal of the Training Institutions for Primary Teachers(Including Government Sponsored Junior Basic Training Institutions) concerned

or

Secretary, District Primary School Councils or District School Board concerned.

FORM 2

[See rule34 (2)]

Notice for Retirement on Superannuation

(To be issued 24 months in advance before retirement)

From: The Sub-Inspector of Schools concerned

or

Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned.

To

Sri.....

.....

Designation

.....

Name of the School

As per existing rule he will retire on superannuation on_____ He is, therefore, requested to submit the Pension Application Form (Form A), Application for Communication of Pension (Form C) (If so desired), Nomination for Death-cum-Retiring Gratuity, Nomination for Life Time Arrear Pension, duly filled in along with the 3 copies of Joint Photographs and three sets of Specimen Signature 18 (eighteen) months in advance before the date of his retirement.

Signature of the Sub-Inspector of Schools concerned

or

Principal of the Training Institutions for Primary Teachers
(Including Government Sponsored Junior Basic Training Institutions) concerned

or

Secretary, District Primary School Councils or District School Board concerned.

Date.

Enclosures : Blank Pension Application

(OFFICE SEAL)

Form & other Forms.

Copy forwarded for information to:-

1. The Secretary, District Primary School Council., _____
2. The Chairman, Monitoring Committee, Education Department, Bikash Bhawan, Salt Lake, Kolkata-700 091.

FORM 3

[See rule 34 (3)]

Formal application for pension/family pension

(To be filled in by the Pensioner or Family Pensioner or Retiring teacher or employee)

To

The Secretary

District Primary School Council, _____

Through: the Sub-Inspector of Schools concerned

or

Principal of the Training Institutions for Primary Teachers

(Including Government Sponsored Junior Basic Training Institutions) concerned

or

Secretary, District Primary School Councils or District School Board concerned.

(as the case may be)

.....Circle

1. (a), Sri/Smt. (Designation) (For Pension)
 (Name of Applicant)

..... of
 (Name of school)

or beg to say that I am due to retire/have retired from my service
 on

*(b) I, Sri/Smt wife/husband of
 (Name of applicant)

*(For family) Late
 Pension) (Name of teacher) (Designation)

of beg to say that my said husband/wife retired from (Name of School) service
 on and died on/died in harness on

2. I, hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity in respect of any in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

3. (a) I, Sri/Smt. of
 Solemnly declare that the amount of Pensionary benefits which is to be granted to me/us by appropriate authority if afterwards be found to be in excess over the amount which I am actually entitled to, I will refund the excess amount forthwith on demand.

3.(b) Sri/Smt. of
 hereby declare that any amount of excess payment and overdrawal in pay and allowances, Loans, Advances etc. if found during scrutiny of any pension paper should be adjusted from the gratuity and pensions/relief. I hereby promise to raise no objection whatsoever for such adjustment.

4. I intend to draw my pension form P.D.O., Calcutta.....Treasury/
.....Bank,.....Branch, Single Name Savings
Bank Account No.

***5. For the Family Pensioner only**

(a) No re-marriage declaration: I do hereby declare that after the death of my husband/wife I have not yet re-married.

(b) Non-employment declaration: I do hereby declare that I am not in any employment/ I am employed in.....

(Name of the Office or Institution)

Date.....

(Signature of the Pensioner or Family Pensioner)

Permanent Postal Address or Address

Present Address:

Where P.P.O. will be send:

.....
.....
.....

Enclosures :

- (a) Application for Commutation of Pension in Form 4;
- (b) Specimen Signature in Form 5;
- (c) Passport size joint/single Photographs in Form 6;
- (d) Medical Certificate (in case of Invalid Pension) or Death Certificate (in case of Family Pension) in Form 7.
- (e) Nomination for Death Gratuity in Form 8;
- (f) Nomination for Life Time Arrear Pension in Form 9;

FORM 4

[See rule 34(3) and 36]

(To be furnished by the Teacher or employee)

PART I

FORM OF APPLICATION FOR COMMUTATION OF PENSION WITHOUT MEDICAL EXAMINATION

I furnished below the relevant particulars and request that I may be permitted to commute a portion of my pension as indicated below: -

1. Name of the teacher; or employee(IN BLOCK LETTERS)
2. Date of Birth:
3. Date of Superannuation on attaining the age of 60Years.
4. Designation of the post held at thetime of Superannuation and the name of the Institution
5. Amount of Pension sanctioned/to be sanctioned.....
And whether it is provisional or final:
6. Class of Pension SUPERANNUATION PENSION/RETIRING PENSION

7. Name of the Treasury/.....or P.D.O., Calcutta,
through.....Bank.....
Branch,S.B.A/C No. for which pension is being/will be drawn
and Commuted Value of Pension is desired to be drawn.
8. Designation of the audit Officer and the number and date of option(s)
Pension Payment Order, if issued : DIRECTOR OF PROVIDENT FUND GROUP INSURANCE, WEST BENGAL
.....
9. Amount (in whole rupees) of pension and
portion of pension proposed to be commuted.....
10. Particulars of any application for commutation of Pension made previously and whether appeared before
any Medical Authority or not :

Signature

Address

Date :

PART II

Forward to the Director of Pension, Provident Fund & Group Insurance, West Bengal (Audit Officer) for authorizing the
payment of the commuted value,

Part I of FORM 4 has been received by this office on

Signature

Date..... (OFFICE SEAL)

Secretary, District Primary School

Council,

FORM 5

[See rule 34(3)]

(To be supplied by the Pensioner or Family Pensioner)

- A. Three Specimen Signatures of the Pensioner to be given below duly attested by: -
the Sub-Inspector of Schools concerned

or

Principal of the Training Institutions for Primary Teachers

(Including Government Sponsored Junior Basic Training Institutions) concerned

Or

Secretary, District Primary School Councils or District School Board concerned.

Name of Pensioner:

(IN BLOCK LETTERS)

1st Signature..... Signature attested
 2nd Signature
 3rd Signature

1st Signature..... Signature attested
 2nd Signature
 3rd Signature

1st Signature..... Signature attested
 2nd Signature
 3rd Signature

FORM 6

[See rule 34(3)]

(To be supplied by the Pensioner or Family Pensioner)

Three copies of Photographs (Single or Joint) to be stapled below. The Photo should have the name(s) of the pensioner(s) and be attested on the front side by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be.

(To be furnished by the Pensioner or by the Family Pensioner as the case may be)

FORM 7

[See rule 34(3)]

(To be furnished by the Teacher or the Employee or the Pensioner or the Family Pensioner)

(a) In 'death in harness' case: Please paste Death Certificate.

[Xeroxed copy is to be duly attested by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be.]

(b) In 'Invalid Pension' Case: Please paste Medical Certificate given by
CMOH

FORM 8

[See rule 34(3)]

Nomination for the payment of Death –cum-retirement Gratuity
(to be furnished by the teacher or the employee)

I, hereby nominate the person mentioned below, who are members of my family, and confer on them the right to receive to the extant specified below any gratuity that may be sanctioned by government in the event of my death while in service and right to receive on my death, to the extant specified below, any gratuity which having becomes admissible to me on retirement may remain unpaid at my death:

Name and Address of the Nominee	Relationship With the Teacher or the employee	Age	Amount of Share of Gratuity Payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the teacher or the employee or the nominee dying after the death of the teacher but before receiving payment of the gratuity.	Amount of Share of Gratuity Payable to each
1	2	3	4	5	6	7

** This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated this day of 200..... at

.....
Signature of the teacher or the employee

Witness to signature:

1.

2.

Note: -

1. The teacher or the employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

2. Fourth column should be filled up in so as to confer the whole amount of gratuity.

3. The amount of share shown in the last column to cover the whole amount /share payable to the original nominee. Strike out, if not applicable. Date.....

Signature of the Sub-Inspector of Schools concerned or
Principal of the Training Institutions for Primary Teachers
(Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District
Primary School Councils or District School Board concerned.

FORM 9

[See rule 34(3)]

Nomination for the payment of Lifetime arrear of pension
(to be furnished by the teacher or the employee)

Pension disbursing authority/Head office

Name of the Bank/Treasury/Accountant General, West Bengal

Place

I, hereby nominate the person mentioned below:

(Name of the pensioner in Capital letter).

Name and Address of the Nominee	Relationship With the pensioner	Date of birth	If nominee is minor, name, address of the persons who may receive the said pension during the nominee's minority	Name and address of the nominee in the case the nominee under column (1) predecease the pensioner	Relationship With the Pensioner	Date of birth if the other nominee is minor	Name and address of the person who may receive pension during other nominee's minority	Contingencies on the happening of which the nomination shall become invalid
1	2	3	4	5	6	7	8	9

Place : Date :

Witness: Signature, Name & Address:

Signature Pension disbursing authority/Head office

Acknowledge to be sent by the Pension

disbursing authority/Head office

Signature of the teacher or the employee

Date.....

Certified that the application has been received from Sri/Smt

Place:

Date:

Signature of disbursing authority/Head office Full Address

FORM 10

[See rule 38 (1)]

Part I

I, desire to commute a portion of my original Pension of Rs. P. month. I certify that I have correctly answered each and all of the questions below:

Dated the Signature.....

Place..... Designation.....

Address.....

1. How much of your pension do you wish to commute?

2. Have you a wife?

How many members are there in your family with ages and sex?

3. What was your monthly income from all sources during the past year?

4. Do you suffer from any complaint likely to shorten life?
If so, state its nature.....
5. What is the class of your pension – superannuation, retiring or compassionate?
6. What is the date and year of your birth?
7. From which Treasury/Nationalized Bank do you draw your pension?.....
What is the number of your present pension payment order issued by the Director of Pension, P.F. and Group Insurance, West Bengal,.....
8. Have you commuted any portion of your pension previously?
9. What portion of the pension commuted by you represent your original pension and temporary increase, if any.....

Part II

No.....

Date.....

ACKNOWLEDGEMENT

Received from Shri/Smt.

(Name)

.....application in part I of Form A for commutation of (designation)
a portion of pension after medical examination.

Place :

Date:.....

Signature of the Competent Authority

Part III

No.

Dt.

Forwarded to the Audit Officer (here indicate the address and designation).
., with the remarks that the particulars furnished by the applicant in Part I have been verified and are correct and the applicant is eligible to get a portion of his pension commuted after medical examination.

2. It is requested that Part IV of Form A may be completed and returned to this office as early as possible.

Place :

Date:

Signature of the Competent Authority

Part IV

Forwarded to
(here enter the designation and address of the sanctioning authority)

2. Subject to the Medical Authority's/Medical Board's recommending commutation, the lump sum payable will be as stated below :

(i) Sum payable, if the commutation becomes absolute before-

On the basis of normal age, i.e.....	year	Rs.
do	do	plus
1. Year, i.e.	years.	Rs.
do	do	plus
2. Years, i.e.	years.	Rs.
do	do	plus
3. Years, i.e.	years.	Rs.
do	do	plus
4. Years, i.e.	years.	Rs.
do	do	plus
5. Years, i.e.	years.	Rs.
do	do	plus

(ii) Sum payable, if the commutation becomes absolute after the applicant's next birthday but before his next birthday but one.

On the basis of normal age, i.e.....	year	Rs.
do	do	plus
1. Year, i.e.	years.	Rs.
do	do	plus
2. Years, i.e.	years.	Rs.
do	do	plus
3. Years, i.e.	years.	Rs.
do	do	plus
4. Years, i.e.	years.	Rs.
do	do	plus
5. Years, i.e.	years.	Rs.
do	do	plus

3. The sum payable will be a charge on-

Central revenues	Rs.
The Government of West Bengal	Rs.
Station :	

Date :

Signature of the Competent Authority

1. Name & address of the pensioner :
2. Amount of the original pension :
3. Amount on which value is reported :
4. Class of pension:
5. Date of retirement

Part V (1)

(If the applicant desires to commute a sum not exceeding Rs.25)

No. Calcutta, the.

MEMORANDUM

With reference to his application, dated regarding commutation of a portion of his pension, Shri is informed that Government are prepared to consider the question of allowing him to commute Rs. out of his original monthly superannuation pension of Rs. for a lump sum of Rs. provided commutation can be sanctioned to take effect from a date prior to his next birth day falling on after setting all the preliminaries connected with the sanction. He is accordingly requested to state whether he is willing to accept the above lump payment and if so to submit a medical certificate in the prescribed form from Dr. the Chief Medical Officer of Health /Sub-Division Medical Officer, as to the average expectation of his life and bring with him at the time of examination the enclosed Form B (Part I) with particulars required therein except for the signature. The medical examination fee of Rs.16.00 should be paid to the aforesaid Surgeon.

2. He is also informed that the existing table on the basis of which the sum has been calculated is also liable to revision.

3. He is further informed that unless the medical certificate is produced within three weeks from the date of receipt of this order his case will be closed.

4. An acknowledgement of the receipt of this order is requested within seven days.

.....
Signature of the Competent Authority

Part V (2)

(If the applicant desires to commute a sum not exceeding Rs.25)

No. Calcutta, the.

MEMORANDUM

With reference to his application, dated regarding commutation of a portion of his pension, Shri is informed that Government are prepared to consider the question of allowing him to commute Rs. out of his original monthly pension of Rs. for a lump sum of Rs. provided that the commutation becomes absolute before the next date of his birth falling on He is accordingly requested to state whether he is willing to accept the above lump payment and if so to submit a medical certificate in the prescribed form from the Medical Board as to the average expectation of his life and bring with him at the time of examination the enclosed Form B (Part I) with particulars required therein completed except for the signature

2. He is also requested to deposit a fee of Rs.16.00 into a Government Treasury under the head "080-Medical-A. Allopathy-VI-Other receipts-Other items" and to make over the receipt for the fee to the Board before examination.

3. He is further informed that the existing table on the basis of which the sum has been calculated is subject to alteration at any time without notice and consequently the sum calculated is also liable to revision.

4. The date, time and place of the meeting of the Board will be communicated direct to him by the.

5. An acknowledgement of the receipt of this order is requested within seven days..

.....
Signature of the Competent Authority

To

Shri/Smt.

(Applicant's name and address)

No.

Copy with copies of Form B (Part II & III) forwarded to the.
 . . for information and necessary action with the applicant a statement in Part I of Form B (which must be signed in his presence). It shall subject the pensioner to a strict examination in the light of the facts stated in the medical statement and enter the results of its examination in Part II of Form B. The Board may also be requested to record its opinion as to the accuracy with which the pensioner has answered the question in Part I of Form B regarding his medical history and habits and complete the certificate in Part III of Form B. The applicant's signature or impression of the thumb of his left hand should be obtained on the certificate. The date, time and place of the meeting of the Board may be also be communicated to the applicant. The date of examination to be fixed may be any date convenient to the Board within three months from the date of this memorandum. The present address of the applicant is noted above.

Note : The Medical Board in the districts will consist of the Chief Medical Officer of Health and the District Medical Officer. In case the Chief Medical Officer of Health is not available, it may consist of the District Medical Officer and the nominee of the Chief Medical Officer of Health who should be a member of the West Bengal Health Services.

Calcutta, the.

*Signature of the Competent Authority***FORM 11**

[See rule 38 (8)]

Medical examination by the
 (here enter the medical authority).

Part I**Statement by the applicant for commutation of a portion of his pension**

The Applicant must complete this statement prior to his examination by the (here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

Questions

Answers

1. State your name in full :
(in block letters)
2. State place of birth :
3. State your age and date of birth :
4. Furnish the following particulars concerning your family :

Father's age, if living, and state of health	Father's age of death and cause of death	Number of brothers living, their ages and State of health	Number of brothers dead, their ages at the cause of death
Mother's age if living, and State of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at and cause of health

5. Have any of your near relations suffered from tuberculosis (consumption, scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease ?
6. Have you ever-
 - (a) had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, apilepsy, insanity or other nervous disease, discharge from or other disease of the era, syphilis, gonorrhoea, or
 - (b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or
 - (c) undergone any surgical operation ?
7. Have you rupture ?
8. Have you varicocale, varicose of veins, or piles?
9. Is your vision in each eye good?
10. Is your hearing in each ear good?
11. Have you any congenital or acquired malformation, defect or deformity ?
12. When were you last vaccinated ?
13. Is there any further matter concerning your health not covered by the above questions which should be communicated to the medical authority ?
14. Have you ever been granted leave on medical certificate ? If so, state periods of leave and nature of illness.
15. Has any application for insurance on your life ever been declined or accepted at an increased premium ?
16. (a) Have you ever been told that you had albumen or sugar in the urine ?
- (b) Do you rise at night to urinate ?
- (c) Are you now or have you ever been on special diet for your health ?
- (d) Has there been any marked increase or decrease in Yours weight within the past three years ? If so, how much ?
17. Have you been under the treatment of any doctor within the last three months ? If so, for what illness ?

DECLARATION BY THE APPLICANT

(To be signed in presence of the medical authority)

I declare all the above answers to be, to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.

I am fully aware that by wilfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for and of having any pension withheld or withdrawn under Article 351, Civil Service Regulations.

Signed in presence of the

.....
Applicant's Signature

.....
Signature and designation of Medical Authority

Part II

(To be filled in by the examining medical authority)

1. Apparent age
2. Height
3. Weight
4. Girth of abdomen at level of umbilicus
5. Pulse rate:
 - (a) Sitting
 - (b) Standing
 - (c) What is the character of pulse?
6. What is the condition of arterics ?
7. Blood pressure :
 - (a) Systolic
 - (b) Diastolic
8. Is there any evidence of disease of the main organs ?
 - (a) Heart
 - (b) Lung
 - (c) Liver
 - (d) Spleen
9. Does chemical examination of urine show (i) albumen,
(ii) sugar ? State specific gravity
10. Has the applicant a rupture ? If so, state the kind and
if reducible
11. Describe any scar or identifying marks
12. Any additional information.
I have carefully examined and am of opinion that-

Either he is not in good bodily health and has the prospect of an average duration of life/is not a fit subject for commutation or (in that case of an impaired life which is yet considered a fit subject for commutation) "as.
 His age for the purpose of commutation, i.e., his age next birthday should be taken to be. years more than his actual age."

Signature and designation of Examining Medical Authority

Station

Date

Signature of Applicant

(Thumb and finger impressions of the left had of applicant).

Part III

We have carefully examined and are of opinion that-

Either he is/is not in good bodily health and has the prospect of an average duration of life/is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation) "as. . . .

. is suffering from His age for the purpose of commutation, i.e., his age next birthday should be taken to be years more than his actual age."

Station

Signature and designation of Examining Medical Authority

Date

Signature of the Applicant

(Thumb and finger impressions of the left hand of the applicant).

FORM 12

[See rule 34 (4)]

FORM FOR SANCTION OF PENSION AND GRATUITY

[To be filled in by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be.]

1. (a) Name of the teacher or the employee:

(IN CAPITAL LETTERS)

(b) Name of wife/husband :

(c) Name of Father :

2. (a) Date of birth of the teacher or the employee :

(b) Identification Marks :

3. (a) Date of joining on first Appointment :

(b) Particulars of service rendered by the teacher:-

Name of the Institution(s) where served	Date of Recognition of the Institution	Post held	Approval Memo No. & Date of	Period of service		
				From	To	Total period of appointment

(c) Period of gross service:.....

(d) Particulars of Non-qualifying service:-

(i) EOL without Medical Certificate.

(ii) Period of suspension not to be counted towards pension etc.,

(iii) Break-in-Service Period (duly condoned),

(iv) Unapproved service/Service rendered in unrecognized Schools:-

(v) Other Non-qualifying service, if any.

(e) Acceptable Qualifying Service : Years
..... Months

4. (a) Option exercised under Death-cum-Retirement Benefit Schemes of 1981 :

Date of Option :

(b) Class of Pension :

5. (a) Amount Reckonable for Pension & Gratuity:
- (b) Proposed Pension : @ Rs.p.m. w.e.f.
- (c) Proposed Gratuity : Rs.
- (d) Place of Payment :
- Pension and Gratuity :Treasury/P.D.O., Calcutta
- And Commuted Value of Pension:
- Bank S.B. A/c No. :Branch
6. (a) Whether nomination made for Death Gratuity :
- (b) Whether nomination made for LTA Pension :
- (c) Whether applied for commutation of Pension:
- If in the affirmative, date of acceptance of the application:

(Sl. No. 7, 8 & 9: Applicable for family pension cases only)

***7 STATEMENT ON FAMILY MEMBERS OF THE TEACHER OR THE EMPLOYEE :-**

Name Relationship Date of birth Marital status REMARKS

***8 Amount Reckonable for Family Pension & Death Gratuity :**

- (a) Proposed Life Time Arrear Pension @ Rs.....from.....to.....
- (b) Proposed Family Pension @ Rs.....p.m. from.....
- to.....(at enhanced rate) and from.....
- (c) Proposed Death Gratuity : Rs.....
- (d) Place of Payment of Family Pension & Death Gratuity :Treasury/P.D.O./
- Calcutta.....Bank,Branch

***9 Descriptive Roll of**

Widow/Widower/Guardian of Minor

Children of Late

Date of birth

Personal marks of identification

Signature/Left hand thumb & Finger Impressions:

Attested by:

Witnessed by:

(i)

(i)

(ii)

(ii)

10. (a) An amount of Rs..... has been deposited by Treasury Challan No.....
dt..... in respect of Employer's Share of C.P.F. Details have been recorded at Page..... of the
Service Book and the copy of the Challan has been affixed thereat. A detail Statement is also enclosed hereto.

(b) Extension of Services was granted by D.I./S.....

1st term vide No.....dt.....from.....to.....

2nd term vide No.....dt.....from.....to.....

3rd term vide No.....dt.....from.....to.....

4th term vide No.....dt.....from.....to.....

5th term vide No.....dt.....from.....to.....

(c) The excess draws to the amount of Rs.....for wrong fixation and/or for overstayal and/or
for.....have been refunded by the teacher vide Treasury Challan No.....
dt..... The Original Copy of the Challan and a detail statement of overdrawals is enclosed hereto.

Certified that—

- (i) the particulars regarding qualifying service, pay and other information as mentioned above are based on records and found to be correct and be accepted as satisfactory for granting pensionary benefits to the teacher or the employee and/or his family.
- (ii) the Service Book has duly been completed in all respect and the entries & certificates in the Service Book have duly been verified and signed by me.
- (iii) Qualifying Service so claimed for pension has been verified from records and found satisfactory.
- (iv) Emoluments or average emoluments have been correctly calculated and verified from the Acquittance Rolls.

.....
[Signature of by the Sub-Inspector of Schools concerned or Principal of
the Training Institutions for Primary Teachers (Including Government
Sponsored Junior Basic Training Institutions) concerned or Secretary,
District Primary School Councils or District School Board concerned as
the case may be]

Date :

(OFFICE SEAL)

FORM 13

[See rule 34(4)]

[To be furnished by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be.]

OPTION FORM

[Original Option Form to be pasted hereby the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be including option for Contributory Provident Fund –cum-Gratuity exercised earlier, if subsequently opted for Pension including Family Pension-cum-Gratuity as per G.O.No. 496-Edn(B) dt.16.12.1991].

FORM 14

[See rule 34(4)]

[To be filled in by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be]

PAY CERTIFICATE

(For retirement/death case only)

Pay Certificate of Shri/Smt.....
(Designation).....of.....(Name
of the Institution) for the purpose of Pension/Gratuity/Family Pension.

PAY

1. (a) The Basic Pay of Shri/Smt..... as on
..... is/was Rs..... p.m. in the scale of pay of Rs.....
- (b) His/Her last increment before retirement in the aforesaid scale is due on.....
which will raise his/her pay to Rs..... p.m. upto the date of his/her
superannuation on
- (c) He/She draws a Special Pay of Rs..... in addition to his/her Basic Pay in the aforesaid
scale.
- (d) He/She draws the following elements viz: –
 - (i)
 - (ii)
 - (iii)

Which have been declared as pay for the purpose of pension and other retirement benefits

RECOVERIES OF LOANS AND ADVANCES

Loans/Advances of Rs..... was sanctioned for..... of which
 instalment have been recovered upto @
 Rs..... and further installments @ Rs. will be recovered upto
 the date of superannuation leaving a balance of Rs..... as outstanding on the date of superannuation
 to be recovered from Gratuity.

OVERDRAWS OF PAY AND ALLOWANCES ETC.

Shri/Smt..... had
 overdrawn an amount of Rs..... on account of of which
 Rs..... shall be recovered upto the date of superannuation leaving a balance of
 Rs..... as outstanding on the date of superannuation to be covered from Gratuity.

All outstanding dues, as on the date of superannuation, shall be recovered from the amount of gratuity and relief on
 pension straightway by the Director of Pension, Provident Fund & Group Insurance.

Date

Signature of the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers
 (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School
 Councils or District School Board concerned as the case may be.

(OFFICE SEAL)

FORM 15

[See rule 34(4)]

LIABILITY/NO LIABILITY CERTIFICATE

[To be issued on the date of superannuation by the Sub-Inspector of Schools concerned or Principal of the Training
 Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or
 Secretary, District Primary School Councils or District School Board concerned as the case may be]

The Pension Disbursing Officer or Treasury Officer,

.....

Shri/Smt..... Designation.....

of School retired on superannuation

on

Certified that :-

1. He/She drew Basic Pay @ Rs..... per month on the date of superannuation and total amount of pay
 reckonable for pension and Gratuity is Rs.
2. The service rendered by him during the period from
 (Date of issue of the Pay Certificate)
 to qualifies for Pension & Gratuity
 (Date of retirement)

3. No Court Case/Department Proceeding is pending against him/her.
4. He/She has no liability which is yet to be recovered from his retirement benefit except those which have been mentioned in his/her Pay Certificate.

OR

Following amount have to be recovered from the Gratuity and Pension Relief in addition to the amount mentioned in his/her Pay Certificate.

- (i) Rs. for
 - (ii) Rs. for
 - (iii) Rs. for
5. No Provisional Pension and Provisional Gratuity has been sanctioned to him/her.

OR

Provisional Gratuity of Rs. and Provisional Pension @ Rs. p.m. for the period from to have been sanctioned and paid to him/her.

6. Following amount have been mentioned in the Pay Certificate as to be recovered from the pensionary benefits.
- (i) Rs. for
- (ii) Rs. for
- (iii) Rs. for
7. His Pensionary benefit may be released accordingly.

.....
Signature of the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be

(OFFICE SEAL)

FORM 16

[See rule 34 (7)]

(To be filled in by the Pension Sanctioning Authority)

ORDER OF THE PENSION SANCTIONING AUTHORITY

- (a) The undersigned having satisfied himself that the service of Shri/Smt.....has been thoroughly satisfactory hereby orders the grant of the full pension, death/retiring gratuity, service gratuity which may be accepted by the Audit Officer as admissible under the scheme

OR

- (b) The undersigned having satisfied himself that the service of Shri/Smt.....has not been thoroughly satisfactory hereby orders that the full pension and/or gratuity which may be accepted by the Audit Officer as admissible under the Scheme shall be reduced by the specified amount or percentage indicated below :

Amount or percentage of reduction in Pension: Rs.

Amount or percentage of reduction in Gratuity: Rs.

- (c) In the event of death of Shri/Smt..... family pension which may be accepted by the Audit Officer as admissible under these rules shall be admissible to Shri/Smt.....

*(d) The undersigned having satisfied himself that the service of Late (designation) has been thoroughly satisfactory hereby orders the grant of a family pension from to at enhanced rate and thereafter from at ordinary rate to Shri/Smt widow/widower of the deceased teacher, which may be accepted by the Audit Officer as admissible under the scheme.

*(e) The undersigned having satisfied himself of the above particulars of service of Late (Designation) of (school) to be thoroughly satisfactory hereby orders the grant of Retiring/Death Gratuity and life-time arrear of pension from to each of the following claimants in equal.

Share : 1..... 2..... 3..... 4.....

Which may be accepted by the Audit Officer as admissible under the scheme.

* [(d) and (e) for death case only]

(f) A sum of Rs..... as has been found on examination of the pension papers is yet to be recovered and as such be adjusted from the final gratuity and arrear pension.

(g) Provisional Pension @ Rs..... p.m. has been sanctioned vide Order No..... dt for the period from to

(h) Provisional Family Pension @ Rs..... p.m. has been sanctioned vide Order No..... dt..... for the period from to

(i) Ad-hoc relief has been sanctioned @ Rs..... p.m. for the period from to vide Order No..... dt

(j) Provisional Gratuity/Death Gratuity has been sanctioned amounting to Rs..... p.m. vide Order No..... dt..... the Pension & Gratuity are payable at..... Treasury/ P.D.O., Calcutta..... Bank Branch.

The Pensioner's copy of P.P.O. should be sent to the following address:

.....
.....
This order is subject to the condition that if the amount of pension and/or gratuity as authorized be afterwards found to be in excess of the amounts to which the pensioner is entitled under the scheme, he/she shall be called upon to refund excess.

Certified that:

- (i) the qualifying service, for which the pension has been claimed, was rendered in the school/schools, which was/were recognized during the entire period of services so claimed.
- (ii) the Institution where the teacher or the employee last served was covered fully under "Salary Deficit Scheme."

Date

Signature and Designation of the
Pension Sanctioning Authority
Secretary, DPSC.

(OFFICIAL SEAL)

FORM 17

[See rule 34 (5)]

CALCULATION SHEET

- (a) Date of Birth :
- (b) Date of Appointment :
- (c) Date of Retirement :
- (d) Qualifying Service :
- (e) Amount of Reckonable for Pension and Gratuity: @ Rs.
- (f.) Amount Reckonable for Family : Rs:-
- (g) Pension admissible : @ Rs. w.e.f.
- (h.) Gratuity admissible: Rs.
- (i) Family Pension admissible: @ Rs. p.m.(at enhanced rate) from
..... to @ Rs. (at Ordinary rate) from
- * (j) Death Gratuity admissible : Rs.
- * (k) Life-time Arrear Pension admissible : @ Rs. from
to
- * [j & k for death case only]

Date :

(Signature of the Pension

Sanctioning Authority)

Secretary, DPSC

(OFFICE SEAL)

Date : Verified.

Finance Officer, District Primary School council,

(OFFICE SEAL)

FORM 18

[See rule 34 (7)]

Form of letter to the Director of Pension, P.F. and Group Insurance, West Bengal,
Forwarding the pension papers of an employee

To

The Director of Pension, P.F. and Group Insurance, West Bengal
Purta Bhawan, Salt Lake, Kolkata-91

Sir,

I am directed to forward herewith the pension papers of Shri/Smt.
of.....as per list for further necessary action.

Yours faithfully,

Secretary

District Primary School Council

LIST OF ENCLOSURES

1. Formal application for pension of the retiring or retired teacher or the employee. [Form 3]
2. Application for Commutation of Pension in Form 4;
3. Specimen Signature in Form 5 duly attested;
4. Passport size joint/Single Photographs in Form 6 duly attested ;
5. Medical Certificate (in case of Invalid Pension) or Death Certificate (in case of Family Pension) in Form 7.
6. Nomination for Death Gratuity in Form 8;
7. Nomination for Life Time Arrear Pension in Form 9;
8. Forms 12, 13, 14, 15, 16, 17
9. Form 23 (Check List)
10. Explanation for delay, if any, beyond one month from the date of retirement of the employee in forwarding forms.

FORM 19

[See rule 7 (3)]

Form of medical certificate to be given by an employee applying for invalid pension

Certified that I/we have carefully examined Shri/Smt _____
 son/daughter/wife of _____ in his
 age is his/her own statement _____ years. I/we consider Sri/Smt _____ to be
 completely incapacitated for further service of any kind in the pry. School to which he belongs in consequence of _____
 _____ (here state disease or cause). His/her incapacity does
 not appear to me/us to have been caused by irregular or intemperate habits.

Note: if the incapacity is result of irregular or intemperate habits the following will be substituted for the sentence: –

“ In my /our opinion his/her incapacity is directly due to _____
 _____ has been accelerated or aggravated by _____ irregular or
 intemperate habits.

If the incapacity does not appear to be complete and permanent the certificate should be modified accordingly and following addition should be made.

I am /we are of the opinion that Shri /Smt _____ is fit for further service of a less
 laborious character than that which he/she has been doing (or may, after resting for _____ months,
 be fit for further service of less laborious character than that which he has been doing”.

FORM 20

[See rule 39 (1)]

Application for drawing Pensionary benefit form treasury out side the state of West Bengal

(To be used when application is made ab-initio to be furnished with the pension application)

To

The Director of pension Provident Fund & Group Insurance, West Bengal

Purta Bhawan, 2nd Floor, Salt Lake, Kolkata-700064.

Sir,

Since I intend to settle in a place outside the state of West Bengal, I do hereby pray for allowing me to draw
 Pensionary benefits form _____ Treasury _____

District _____ State _____

I am furnishing relevant particulars herein below for your kind consideration: -

1. Name of the teacher/proposed pensioner _____
2. Name and address of the school served last. _____

3. Date of retirement/Death of harness _____
4. Cause of drawal of Pensionary benefit from Treasury out side West Bengal treasury in West Bengal after
 settlement out side West Bengal (Or mention specifically if there is other reason)

 Signature of the teacher or the employee or family pensioner

Date:

Place:

FORM 21

[See rules 39(1) and 39 (3)]

Application for drawing pensionary benefit from a treasury out side the State of West Bengal

[To be used when application is made subsequent to the first drawal of pensionary benefit from a Treasury in Bengal or pension Disbursement Officer, Kolkata]

To

*The Treasury Officer,

_____ Treasury

_____ District

To

*The Pension Disbursement Officer, Kolkata

Finance Department, Government of West Bengal,

Purta Bhawan, 2nd Floor, Salt Lake, Kolkata-700064

(*Strike out, which is not applicable)

Sir,

Since I have settled in a place outside the State of West Bengal, I do hereby pray for allowing me to draw my Pensionary benefits from _____ Treasury _____ District.

I am returning herewith the pension payment order (incumbent's copy) in original.

I am furnishing herein below the relevant particulars for your kind consideration.

Name of pensioner/family pensioner

Pension payment order No.

Cause for the drawal of Pensionary benefit from a Treasury outside West Bengal. _____ Inconvenience in drawing pension from a treasury in west Bengal after settlement out side West Bengal (or mention specifically if there is any other reason).

Date

.....

Place (Signature of the pensioner or family pensioner)

(To be acknowledged by the treasury officer/PDO, Kolkata)

Received an application from Sri/Smt.regarding drawal Pensionary benefits from a treasury out side West Bengal.

Date

Place

Treasury Officer/PDO, Kolkata

Treasury _____ District _____

FORM 22

[See rule 39(4)]

(To be filled by the Treasury Officer concerned)

To

The Director of pension Provident Fund & Group Insurance, West Bengal

Purta Bhawan, 2nd Floor, Salt Lake, Kolkata-700064.

Sir,

Since Shri/Smt.intends to draw Pensionary benefits from a treasury outside the state of West Bengal, the undersigned forwards herewith the application along with both copies of the Pension Payment Order with last payment certificate embodied hereon in pursuance of Memo No..... Dated

Particulars are furnished hereunder.

1. Name of pensioner or family pensioner.....
2. Pension payment order No.....
3. Date of commencement of pension or family pension
4. Kindly acknowledge the receipt.

Treasury Officer or PDO Kolkata

Treasury District

Enclosures:

1. Both copies of Pension Payment Order
2. Application of the pensioner in original

(To be acknowledged by the DPPG, West Bengal)

Received from the pension Disbursement Officer, Kolkata or Treasury Officer
 Treasury District, the pension payment order No.....
 in original (both the pensioner's copy and the treasury copy) along with an application for drawal of Pensionary benefits
 form a treasury outside West Bengal submitted by Shri/Smt.....
 (institution)

.....
 Director of pension Provident Fund & Group insurance, West Bengal

FORM 23

[See rule 34 (5)]

(CHECK LIST)

[To be filled by the Secretary, District Primary School Council concerned]

Pension papers of Sri/Smt(Name of the incumbent)
 retired/died on (Name of the School)have been
 checked and verified.

On verification observations are noted as below:-

SL No.	Items	Remarks	
		Yes	No.
1.	Whether the school is a recognized one. If date of recognition is not available, the Secretary, District Primary School Council is to certify the period (whole or part) served in recognized institution, (If attested documentary evidence not furnished)		
2.	Whether the school is under Grant-in-Aid or sponsored Scheme [a. in absence of the certificate grant-in-aid relevant to the year of retirement is to be given.] [b. in case of service rendered more than one recognized institution the dates from which such institutions received aid is also to be similarly recorded. In absence of certificate grant-in-aid memo relevant to the year of retirement is to be given as at a.] [the date of coming under the Salary Deficit Scheme of the schools should be recorded in the Service Book.]		
3.	Whether approval orders(s) in respect of appointment of the incumbent by the competent authority has or have been verified and recorded in the Service Book.		
4.	Whether date of recognition in respect of up gradation of institution as Higher Secondary School with number of stream (s) recorded in service Book has been verified.		
5.	Whether qualifications recorded in the Service Book have been verified. [Attested copies of all qualification certificates are to be enclosed, in case of the non-available of the same, a certificate from the Head of the Institution, date or year of passing the examination having recorded therein should be furnished with countersignature of the Secretary, District Primary School Council]		
6.	Whether publication date of examination or last date of examination in case of improved qualification has been verified.		
7.	Whether order(s) in respect of each extension of service beyond 60 years by competent authority has or have been verified and recorded in the Service Book.[attested copies of all orders should be enclosed]		
8.	Whether all forms in Pension Booklet as prescribed have been filled in properly including the application for pension.		
9.	Whether Service Book has been submitted with entries duly filled in. [Any correction of entries in the Service Book must be attested by the Head of the Institution with signature and date thereof.]		

SL No.	Items	Remarks	
		Yes	No.
10.	Whether the verification of service has been recorded in the Service Book by the competent authority. [Service verified from the date of which the appointment is approved) to the date of retirement or death) with reference to Acquittance Roll and other relevant documents and found to be correct.].Qualifying service years/months as claimed has been verified and found to be correct. The service should be verified by by the Sub-Inspector of Schools concerned or Principal of the Training Institutions for Primary Teachers (Including Government Sponsored Junior Basic Training Institutions) concerned or Secretary, District Primary School Councils or District School Board concerned as the case may be.		
11.	(a) whether Last Pay Certificate has been submitted showing details like Basic Pay/ P.Pay/ Special pay etc. and recoveries/recoverable items if any. (b) Whether emoluments/average emoluments have been correctly calculated. (c) Whether any overdrawal of salaries has been recorded in the Service Book and Last Pay Certificate and Non-Liability Certificate for the purpose of adjustment out of retirement benefit (if not deposited in cash) has been submitted. (d) (i) In case of any overdrawal having being deposited in cash, if the original copy of Treasury Challan has been submitted. (ii) Whether declaration of the pensioner for the adjustment of outstanding liabilities for recoveries of overdrawals etc. has been taken.		
12.	Whether date of retirement/superannuation/invalidation/death has been recorded in Service Book. (In case of invalidation, certificate of CMOH and in case of death an attested copy of death certificate and in case of voluntary retirement, attested copy of resolution of the Council should be attached.		
13.	Whether Leave A/C has been maintained properly etails of leave should be recorded in the Service Book duly sign by the Head of the Institution and countersigned by the Secretary, District Primary School Council grounds for taking such leave has to be mentioned, orders sanctioning such leave should be furnished .]		
14.	Whether any break of service after being condoned by competent authority has been clearly recorded in Service Book.		
15.	Whether amount received in cash as per ROPA 1990 was deposited in cash, if he continued his service beyond 60 years. The same should be recorded in Service Book with statement of drawal and original copy of Challan.		
16.	Whether original copy of option under DCRB, 1981 has been submitted duly countersigned by the Secretary, District Primary School Council.		
17.	Whether original options & Initial Pay Fixation statement in Annexure-I and Annexure-II for ROPA 1981 and Annexure -VIII B/VIII C and Annexure-IX for ROPA 1990 have been submitted duly countersigned by the Secretary, District Primary School Council. Whether I.P.F. statement has/have been checked and found to be correct.		
18.	Whether Service Book has been verified regarding scales of pay with reference to academic qualification		
19.	Whether date of birth have been verified with reference to Matriculation Certificate etc. [attested copy of certificate should be enclosed]		
20.	Whether Employer's share of CPF including accrued interest was deposited and recorded in the Service Book in details duly countersigned by the Secretary, District Primary School Council including submission of original Challan.		

SL No.	Items	Remarks	
		Yes	No.
21.	Whether pension & gratuity calculation have been made properly in prescribed form duly countersigned by the concerned Secretary, District Primary School Council.		
22.	Whether particulars of Provisional Pension family pension and Provisional death gratuity sanctioned have been recorded in Service Book.		
23.	(a) Whether nomination was submitted for payment of life time arrear of pension, if not, following particulars of legal heirs are necessary to be attached with pension papers. (Names (s), date (s) of birth, relationship with deceased, present address, attested signatures, descriptive rolls should be given). (b) Whether nominations of death gratuity duly countersigned by the Head of the Institution and details of family for the purpose of family pension have been submitted properly. [Photographs of all members duly named and attested by the competent authority should be enclosed.		
24.	Whether the particulars of legal heirs (in absence of valid nomination) including heir-ship certificate or succession certificate has been submitted for paying death gratuity submitted to Secretary, District Primary School Council for doing needful.		

Secretary, District Primary School Council,

No.

Date:

The case is forwarded, herewith, to the Finance Officer, District Primary School Council, District..... with a request for his comments as to the admissibility of the same on scrutiny of records/papers enclosed.

.....
Secretary, District Primary School Council,

By order of the Governor,

N. CHATTERJEE,

Principal Secretary to the Govt. of West Bengal.