

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH : PENSION CELL
“HEMANTA BHAWAN” : (TOP FLOOR)
12, B.B.D. BAG(EAST), CALCUTTA-700 001.

No. 747-F (Pen)

Dated, Calcutta, the 1st June, 1995.

M E M O R A N D U M

Subject: Introduction of One Single Comprehensive Form in connection with sanction of Pension Cases.

The question of introducing a Single Comprehensive Form replacing the existing Forms No.1 and No.3 and Annexure III under the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 as amended from time to time, was under consideration of the Government for sometime past.

2. After careful consideration of the matter and with due consultation with the Principal Accountant - General (A &E), West Bengal, the Governor has been pleased to prescribe format of the Single Comprehensive Form which is enclosed herewith. This Form will replace the relevant existing forms No.1 and No.3 and Annexure III under WBS(DCRB) Rules, 1971.
3. All pension sanctions authorities under this Govt. will use this Form with immediate effect. Accordingly, all Departments/Directorates etc. are requested to circulate this Order among all subordinate offices under them.
4. Formal amendment to WBS(DCRB) Rules, 1971 will be made in due course.

Sd/-

(Jawahar Sircar)

Special Secretary to the Government of West Bengal.

SINGLE COMPREHENSIVE FORM

PLEASE FILL IN ALL THE ITEMS, IN CASE A PARTICULAR ITEM IS NOT
APPLICABLE, PLEASE STATE SO BUT DO NOT LEAVE THE ITEM BLANK

1. (a) Name of the Govt. employee :
(b) Wife/Husband's Name :
2. Father's Name :
3. (a) Address of the Govt. employee :
(Present and Permanent address)
(b) Address of the widow/widower :
(Present and Permanent address)
4. Religion and Nationality :
5. Present or last appointment :
(including name of the establishment)
(i) Substantive (ii) Officiating if any.
6. (a) Status of the Govt. employee :
(Temporary/Permanent)
(b) Whether work-charged employee? :
© Whether a member of the C.P.Fund :
(If so, whether employer's share has been refunded)
7. Class of Pension/Gratuity applicable :
(Superannuation/Death/ Voluntary/.
Pro-rata/Invalid etc.
8. Govt. under which service has been rendered :
(in order of employment showing the periods served under each Govt.)
9. (a) Date of Birth of the Govt. employee :
(b) Date of appointment :
© Date of Retirement/Death :
(d) Period of gross service :
(e) Period of war/military service if any :
(f) Amount and nature of pension/gratuity :
Received for Military Service.
(g) Descriptive role :
i) Height :
ii) Identification mark :
iii) Thumb and finger impressions –

Thumb	Fore finger	Middle finger	Ring finger	Little finger

/Persons who are literate enough to sign their names in English, Hindi or the Official Regional Language, are exempted from recording their left thumb and finger impressions./

10. Non-qualifying service :
- (a) D.O.L. without medical certificate :
- (b) Period of suspension not to be counted towards pension etc. :
- © Other non-qualifying service, if any :

- 11 (a) Net qualifying service :
(Gross service minus non-qualifying service)
- (b) Last pay drawn :
- © Proposed pension :
- (d) Proposed gratuity/death gratuity :
- (e) Proposed family pension, if applicable :

12. Date from which pension is to be commence :

13. (a) Place of payment of pension/gratuity :
(death/retiring)/Family Pension
(i.e. Treasury/Head of Office) :
- (b) If payment is desired through a Public Sector Bank in Calcutta Corporation Area only. --- :
- i)Name of the Bank & Branch :
- ii)S/B A/c No.(in single name) :

- ***© Name of the Treasury of the Head of Office. :

14. (a)Whether nomination made for L.T.A. Pension? :
- (b) If so, state the name of the nominee :
(enclose the nomination paper)

15. (For death cases only)

- (a) Whether nomination made for death- gratuity :
- (b) If so, state the name(s) of the nominee(s), his/her/their relationship with the Govt. employee and share payable. :
- © If not, state below the details of surviving family members defined in Rule 7(I) (e) (1) of the W.B.S. (DCRB) Rules, 1971. :

Statement of family members -----

N a m e	Date of Birth	Age	Marital Status	Relationship

16. (a) Whether commutation of pension wanted? :

- (b) If so, amount/portion of pension to be commuted :
- © Date on which application for commutation has been received by the pension sanctioning authority (enclose application for commutation in prescribed form) :

17. Outstanding dues of the Govt. employee- :

- (a) House Building Advance :
- (b) Marriage Advance :
- © Cycle Advance :
- (d) Festival Advance :
- (e) Overdrawals of pay/allowances :
- (f) Any other outstanding dues :

Total: :

18. (a) Provisional pension paid/to be paid, if :
any (please state the rate and the period
for which sanctioned)
(b) Provisional gratuity/death gratuity paid/ :
to be paid, if any.
© Immediate relief paid, if any. :

19. Any other remarks. :

20. Head of Account to which pension/gratuity :
are chargeable.

21. Date on which Govt. employee applied for :
pension.

22. (a) Whether the Govt. employee is re- :
employed after retirement
(b) If so, details of re-employment and :
fixation of re-employed pay may be
stated.

23. Whether the widow/widower is employed :
(For death cases only)

The undersigned having satisfied himself that the above particulars are true and that the service of the Govt. employee as been thoroughly satisfactory hereby ordrs the grant of the full pension/family pension, death-cum-retirement gratuity/service gratuity which may be accepted by the Accountant General as admissible under the rules.

OR

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari _____ has not been thoroughly satisfactory hereby orders that the full pension/family pension/death-cum-retirement gratuity/service gratuity, which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specified amount or percentage indicated below:-