

Government of West Bengal
Finance Department
Pension Branch

No.359-F(Pen)

Dated Kolkata the 16th April, 2009

MEMORANDUM

Subject : Modification of the Single Comprehensive Form in connection with sanction of pension to the Government employees.

The question of modification of the existing Single Comprehensive Form introduced under Finance Department Memo No.747-F(Pen) dt. 1.6.1995 has been under consideration of the Government for sometime past.

2. After careful consideration of the matter and with due consultation with the office the Accountant General (A&E), West Bengal, the Governor has now been pleased to prescribe a modified Single Comprehensive Form which is enclosed. This Form will replace the existing Single Comprehensive Form introduced under Finance Department Memo No.747-F(Pen) dt.1.6.1995.
3. All Pension Sanctioning Authorities under this Government will use this Form with immediate effect. Accordingly, all Departments/Directorates/Collectorates etc. are requested to circulate this Memo. among all subordinate offices under their control.
4. Formal amendment to the WBS (DCRB) Rules, 1971 will be made in due course.

Sd/- S. K. Chattapadhyay
Special Secretary to the Government of West Bengal.

No.359/1(1000)-F(Pen)

Dated Kolkata the 16th April, 2009

Copy forwarded for favour of information to :

- 1) The Accountant General (A&E), West Bengal.,Treasury Buildings, Kolkata -1
- 2) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata -1
- 3) The -----
-----Deptt./Dte.
- 4) The District Magistrate/District Judge-----

Sd/- S. K. Chattapadhyay
Special Secretary to the Government of West Bengal

SINGLE COMPREHENSIVE FORM

(As per Memo. No. 359F(Pen) dt. 16.04.2009)

PLEASE FILL IN ALL THE ITEMS PROPERLY AND CAREFULLY. IN CASE A PARTICULAR ITEM IS NOT APPLICABLE, PLEASE STATE SO. BUT DO NOT LEAVE THE ITEM BLANK. THIS FORM NOT COMPLETED IN ALL RESPECTS WILL NOT BE ACCEPTED AND A FRESH SINGLE COMPREHENSIVE FORM MAY BE CALLED FOR.

1.		Name of the Govt. employee (IN BLOCK LETTERS)	
2.		Designation of the Govt. employee	
3.		Father's/Husband's Name of the Govt. employee	
4.	a.	Name of the recipient of family pension (IN BLOCK LETTERS)	
	b.	Relationship with Govt. employee	
5.		Address of the Govt. employee :	
	a.	Present	
	b.	Permanent	
6.		Address of the family pensioner (in case of death while in service/after retirement)	
	a.	Present	
	b.	Permanent	
7.		Nationality and Religion	
8.	a)	Name of the establishment last served/serving with full Address and Telephone No. / FAX No.	
	b)	Name of the Department	
9.		Employer / PSA's code No.	
10.	a.	Status of the Govt. employee (Temporary/Permanent)	
	b.	Whether work-charged employee	
	c.	Whether appointment is made on ad-hoc basis and if so, whether regularised subsequently (enclose copy of Govt. order)	
11.		Whether a member of General Provident Fund (GPF), If so, quote GPF Account No.	

12.	If anytime whether he was a member of Contributory Provident Fund (CPF), If so, quote CPF Account No.					
13.	If he was a member of Contributory Provident Fund (CPF), whether the employer's share of CPF along with interest and additional interest accrued thereon has been credited to the Govt. Account (with full particulars mentioning the period for which refund made)					
14.	Pension Rules and relevant Govt. order applicable in this case					
15.	Class of Pension applicable (i.e. Superannuation /Family / Retiring / Invalid /Pro-rata / Compensation etc)					
16.	Govt. / Non-Govt. organisation under which service has been rendered (in order of employment & showing the periods served under each govt.)					
17.	a.	Date of Birth of the Govt. employee (by Christian era)				
	b.	Date of appointment				
	c.	Date of Retirement/Death				
	d.	Period of gross service				
	e.	Period of war/military service, if any				
	f.	Details of period(s) of Service on deputation terms to Govt. undertakings/Autonomous bodies/Local bodies etc., if any :				
		Organisation	From (Date)	To (Date)	Remarks	Contribution Received (Yes/No)
g.	Amount and nature of pension/gratuity received for Military service					
h.	Whether opted for Family Pension on account of Military Service					
18.	Non-qualifying service :					
	a.	EOL without medical certificate				
	b.	Period of suspension not to be counted towards pension etc.				
	c.	Other non qualifying service, if any				

19.	Net qualifying service (Gross service minus non-qualifying service)	
20.	Weightage of Service admissible, if any. (Employee retired on or after 25.02.2009, the benefit of weightage under rule 27 of WBS(DCRB) Rules, 1971 is not applicable)	
21.	Total service qualifying for pensionary benefits (19+20).	
	a. Last pay drawn with scale of pay	
	b. Proposed Superannuation Pension/Retiring Pension / Invalid Pension/Pro-rata pension/Compensation Pension.	
	c. Proposed Retiring Gratuity/Death Gratuity	
	d. Proposed family pension, if applicable	
22.	Date on which the Govt. employee/family pensioner applied for pension	
23.	Date from which pension/family pension is to commence	
	a. Whether commutation of pension wanted?	
	b. If so, amount/portion of pension to be commuted	
	c. Date on which application for commutation has been received by the pension sanctioning authority	
	d. Proposed amount of Reduced Pension (in case of commutation applied and sanctioned)	
	e. Proposed amount of CVP (enclose application for commutation in prescribed form duly accepted by PSA)	
24.	Place of payment of Pension / Family Pension (State clearly the name of Treasury with Unit No. i.e. I or II if payment is desired in West Bengal.)	
25.	Name of the Treasury / PAO (with Unit No. i.e. I or II) with which Pension Sanctioning Authority	

	attached					
26.	Whether payment of pension /family pension is desired through a Public Sector Bank within the jurisdiction of Kolkata Corporation area, If so,					
	a.	Name of the Bank & Branch (with B.S.R. Code No. of the Paying Branch as well as Link Branch)				
	b.	S/B A/c. No. (in single name /joint name) (Enclose Annexure A in duplicate)				
27.	Descriptive Roll of the pensioner/family pensioner(enclose descriptive roll in 3 separate sheets with the following information) :					
	(i)	Height				
	(ii)	Identification marks				
	(iii)	Left Thumb and finger impression				
		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)					
28.	Statement of family members (including unmarried / widowed /divorced daughter beyond 25 years & physically crippled and mentally retarded son/daughter beyond 25 years)					
Sl. No.	Name(s)	Date of birth	Age	Relationship with category	Marital Status	Date of marriage
29.	a)	Whether nomination made for LTA pension / LTA Family Pension				
	b)	If so, state the name of the nominee (enclose the nomination paper in duplicate)				
	c)	If not, state the name(s) of the legal heir(s), his/her/their age, share payable and relationship with the deceased pensioner/family pensioner where LTA of pensionary benefits are payable.				
30.	(For Death cases only)					
	a)	Whether nomination made for death-gratuity				

	(Yes/No)	
b)	If so, state the name (s) of the nominee (s), his/her/their relationship with the Govt. employee and share payable	
	(Enclose two copies of the duly accepted nomination form - one in Service Book and other with pension papers)	
c)	State below the details of surviving family members [defined in Rule 7 (1) (e) (1) of the W.B.S.(DCRB) Rules, 1971]	

Statement of family members

Sl. No.	Name(s)	Date of birth	Age	Relationship with category	Marital Status	Date of marriage in case of married daughters included; if any,

N.B. :

Daughters married before death of Govt. employee do not fall in the definition of Family for the purpose of Death Gratuity.

31.	Outstanding dues of the Govt. employee	
	a)	House Building Advance
	b)	Marriage & Illness Advance
	c)	Cycle /Scooter/Car Advance/Computer Advance
	d)	Festival Advance
	e)	Overdrawal of pay/allowances, if any, with the Head of Account under which it is to be credited
	f)	Any other outstanding dues with Head of Account under which it is to be credited
32.	a)	Provisional Pension/Family Pension paid, if any (Please state the rate and the period for which paid)
	b)	Provisional gratuity/death gratuity paid, if any
	c)	Interim relief paid, if any
33.	Head of Account to which pension/gratuity is chargeable	
34.	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 with necessary order

		of competent authority.	
35.	a.	Whether the family pensioner is employed (widow/widower).	
	b.	Whether the Family Pensioner is in receipt of any other Pension/Family Pension. If so, details thereof.	
36.		Please state the name of legal guardian who will draw the share of LTA pension/family pension /gratuity/death gratuity in favour of minors.	
37.		Whether any vigilance case/court case/departmental or criminal proceedings is pending against the Govt. employee. If so, give details with supporting documents.	
38.		Any other Remarks	

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

OR

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

Amount or percentage of reduction pension/family pension-----
Amount or percentage of reduction in gratuity------. The grant of pension/family pension, death-cum-retirement gratuity -----.

(Inapplicable portion should be scored out)

This order is subject to the condition that if the amount of pension and/or gratuity as authorised be afterwards found to be in excess of amounts to which the pensioner is entitled under the rules, he/she shall remain liable to refund such excess.

Dated :

Signature

Full Name

Designation of the

Pension Sanctioning Authority

Note:-	
(1)	The following documents are required to be submitted to the Office of the Accountant General (A&E), West Bengal, alongwith this form duly filled :-
a.	Service Book of the Govt. employee alongwith pay fixation statements under the relevant ROPA rules duly checked and verified by the Head of the Office.
b.	LPC/Statement of Outstanding dues/Annexure to Memo No. 1315-F dt. 14-10-96 duly filled.
c.	Calculation Sheet for Qualifying Service, Pension, Gratuity and Family pension.
d.	Attested Passport size Joint Photograph/photograph and specimen signature/left hand thumb and finger impressions of the Pensioner/Family Pensioner/Legal guardian/Legal heirs (4 copies each).
e.	Death Certificate/Medical Certificate (in case of death/invalidation)
f.	Death certificate of the husband / Divorce certificate (in case of the family Pension to widowed/divorced daughter)
g.	Marriage Certificate (in case of family pension to Post-retiral Spouse/ second marriage after the death of the first wife/husband)
h.	Guardianship certificate (in case of Payment of Family Pension / Share of death gratuity to minor/mentally handicapped through legal guardian)
i.	Nomination under Arrears of Pension Nomination Rules, 1986 in duplicate in terms of GO No. 10885-F dt. 24-10-86 read with 1633-F dt. 17-02-1989 and GO No. 9203-F dt. 11-08-89.
j.	One set of nomination for Death Gratuity duly counter signed by the Head of the Office in the prescribed form in terms of Govt. of West Bengal Notification no. 963-F (Pen) dt. 7-11-05 (only in Death cases).
k.	Application for commutation of pension in Prescribed Form duly signed & accepted by the PSA.
l.	Certificate to the effect that no case or appeal is pending in any court of Law against the drawal of pay in terms of GO No. 547-F (Pen) dt. 12-04-1993.
m.	Application for family pension in Annexure II (in death cases / in case of death after retirement)
n.	Application for pension in Form 5
o.	Copies of clearance certificates/correspondences if any, issued by AG(A&E), West Bengal for item nos. 31 (a), 31 (b) & 31 (c) of Single Comprehensive Form.
p.	Age proof certificate for payment of Family Pension in favour of minor.
q.	Family details of the Govt. employee including disabled child to be submitted by the pensioner/family pensioner under attestation of Pension Sanctioning Authority.
r.	Medical certificate if family pension is allowed to physically crippled/mentally disabled child.
s.	Copy of relevant order of the competent authority regarding promotion along with mode of pay fixation relating to promotion /CS benefit /grade appointment etc.
t.	Income certificate in case of family pension to widowed/divorced/un-married daughter beyond 25 years as well as family pension to dependent parents.
(2)	In case of payment is desired in outside West Bengal, this form is be submitted in duplicate.