

No. 1097-Edn(CS)
CS-IP-2/75 Pt.

Dated Calcutta, the 31st May, 1978.

From : Shri D. L. Guha, M.A.

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : The West Bengal Non- Government College Teachers' (Death -cum-Retirement Benefit) Scheme.

In Continuation of Government order No. 817-Edn(CS) dated 11th May, 1976 the undersigned is directed by order of the Governor to say that the Governor has been pleased to accord his approval to the introduction of the West Bengal College Teachers (Death-cum-Retirement Benefit) Scheme attached hereto and also to the introduction thereof with effect from the 1st April, 1974.

2. The above mentioned scheme is applicable to the teachers of affiliated colleges as mentioned in para 3 of the said scheme. The teachers who draw pay in the new UGC scales of pay as introduced with effect from the 1st January, 1973 irrespective of their date of appointment are required to exercise option in writing in the annexed prescribed form within a period of 60 days from the date of issue of this order either for Pension (including Family Pension)-cum-Gratuity or for Contributory Provident Fund-cum-Gratuity. Option once exercised is final.

In case of teachers who may be on leave on the date of issue of this order the limit of 60 days will count from the date of their return from leave.

In case of a teacher who died after the 1st April, 1974 but before the issue of this order, the pensionary benefits may be settled at either of the rates which will be favourable to him.

3. The College/Government contribution together with interest accrued thereon towards the Contributory Provident Fund account of teachers who will opt for the Pension (including Family Pension)-cum-Gratuity, if already drawn consequent upon their retirement on or after the 1st April, 1974, should be refunded in full to Government (with interest). Teachers who have not yet retired but have so long enjoyed the benefit of Contributory Provident Fund shall not be entitled to the College-Government share of contributions to the Contributory Provident Fund (with interest) if they opt for the pension scheme.

All such teachers shall, however, be entitled to draw their own contribution to the Contributory Provident Fund (with interest) on their retirement and the employer's contribution together with interest accrued thereon will be credited to Government.

4. Separate instruction will follow regarding opening of General Provident Fund Accounts in colleges for teachers who will exercise option for Pension-cum-Gratuity (including Family Pension) scheme.

5. Immediate steps should be taken for implementation of the aforesaid Scheme and for circulation of the same to all concerned.

6. The charge on account of payment of pension (including Family Pension) and Gratuity, under the above mentioned scheme will be debited to the minor head "Retirement benefit of College teacher's Pension" the opening of which is hereby sanctioned under the major head "256-Pensions and other Retirement benefit-X. Pension to Employees of State Aided Educational Institutions" to which funds will be provided in due course.

7. The Accountant General, West Bengal is being informed.

8. This order issues with the concurrence of the Finance Department vide their U.O. No. Group/XB/1521 dated 25th May, 1978.

Sd/-D. L. Guha
Deputy Secretary.

OPTION FORM

[Ref. Para 2 of G.O. No. 1097-Edn (CS) dt. 31.5.78.]

I do hereby opt for—

- (1) Pension (including Family Pension)-Cum-Gratuity or
- (2) Contributory Provident Fund-cum-Gratuity

(Signature with date)

* Countersigned

(Designation)

Principal/President of the Governing Body/Ad-hoc Committee/Administrator.

The item that may not be applicable shall be scored out under the signature of the teacher exercising the option.

* In case of the Principals the option should be countersigned by the President of the Governing Body/Ad-hoc Committee Administrator.

SCHEME
CHAPTER I
PRELIMINARY

1. This scheme may be called the West Bengal Non-Government College Teachers' (Death-cum-Retirement Benefit) Scheme.
2. It shall be deemed to have come into force with effect from 1.4.74.
3. This scheme shall apply to all whole-time teachers (both permanent and temporary) including Demonstrators, Physical Instructors, Vice-Principals and Principals of Non-Government affiliated Colleges in West-Bengal, who were in service on 31.3.74 and also to those who were appointed after that date provided they draw pay in the new UGC scales of pay as introduced with effect from 1.1.73.

Provided further they were/are appointed against approved post after being selected by duly constituted selection Committees or, West Bengal University & College Service Commission and whose appointments were/are duly approved by the competent authority but shall not apply to teachers appointed on part-time basis or those appointed on a contract basis for specified periods or to Government servants who have been permitted to retain lien on posts under Government or who have already retired from Government service.

4. The following retirement benefits shall be admissible under the scheme :
Either Pension (including Family Pension)-Cum-Gratuity at rates as laid down in this scheme or Contributory Provident Fund at rates as sanctioned by the State Government or the concerned college authority, as the case may be, plus gratuity at the rate of half month's emoluments for each completed year of service upto a ceiling of 16½ months' emoluments or Rs. 12,000/- whichever is less, according to option :

Provided that those who have retained the old UGC scales of pay as were in force before 1st January, 1973 shall be entitled only to Contributory Provident Fund benefits plus the gratuity at the rates specified above and shall not be required to exercise any option.

CHAPTER II
DEFINITIONS

5. In this scheme unless there is anything repugnant in the subject or context—
 - (a) "Affiliated" means recognised by the Universities in West Bengal.
 - (b) "College" means a college or an institution having all or any of the streams viz. Arts, Science, Commerce and Education, which is affiliated to a University in accordance with the provisions of the Act constituting such University or the Statutes/Ordinance made thereunder but does not include College—

- (i) established, maintained and administered by the State Government or
- (ii) established, maintained and administered by a religious or linguistic minority or
- (iii) not in receipt of any financial assistance from the state Government.
- (c) "Approved" means approved by the University in West Bengal, the Director of Public Instruction, West Bengal or the State Government in the Education Department, as the case may be.
- (d) "Basic Pay" means the pay which is drawn by a teacher monthly and which corresponds to a stage in the time scale of pay attached to the post held by him.
- (e) "Competent Authority" means the appointing authority and also the Director of Public Instruction, West Bengal and the State Government in Education Department, as the case may be.
- (f) "Pension Sanctioning authority" means the Director or Public Instruction, West Bengal or any officer (s) authorised by Government in his behalf.
- (g) "Teacher" means a person appointed to impart instruction in a college and includes also Demonstrators, Physical Instructors, Vice-Principals and Principals.
- (h) "University" means the Universities constituted or established, as the case may be, under sub section (1) of Section 3 of :

- | | |
|--|---|
| (i) The Calcutta University Act, 1966; | (iv) The Jadavpur University Act, 1955; |
| (ii) The Burdwan University Act, 1959; | (v) The Kalyani University Act, 1960; and |
| (iii) The North Bengal University Act, 1955; | (vi) The Rabindra Bharati University Act, 1961. |

- (i) "State Government" means the Government of West Bengal.
- (j) "Leave" means any kind of leave admissible to a teacher under the rules applicable to him.
- (k) "Service Book" means the document which contains the record of service of a teacher.
- (l) "Pension" except when the term "Pension" is used in contradistinction to gratuity "Pension" includes gratuity.
- (m) "Emoluments" means the emoluments which the teacher was receiving immediately before his retirement and includes :

(i) Basic Pay; (ii) Personal Pay; (iii) Special Pay.

"pay" means the amount of remuneration drawn monthly by a teacher as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity. "Personal Pay" means additional pay granted to a teacher

- (a) to save him from loss of pay due to revision or reduction of pay otherwise than as a disciplinary measure, and
- (b) in exceptional circumstances on other personal consideration.

Note : If a teacher during 12/10 months before his retirement or death, has been absent from duty on leave with allowances, his emoluments for the purpose of calculating pension, service gratuity and/or death-cum-retirement gratuity should be taken at what they would have been had he not been absent from duty.

Provided that the amount of pension and/or gratuity is not increased on account of increase in pay not actually drawn and that the benefit of higher officiating or temporary pay is given only if it is certified that he would have continued to hold the higher officiating or temporary appointment but for his proceeding on leave :

Provided further that an increment becoming due during leave with full pay will, unless withheld and though not actually drawn, continue to form part of emoluments for the purpose of pension and gratuity.

- (n) "Average emoluments" means average calculated upon that last twelve months of service immediately preceding the date of retirement in the case of teachers retiring on and from 1.4.74. till 31.3.76. and upon the last ten months of service immediately preceding the date of retirement in case of teachers retiring on and from 1.4.76.
- (o) "Governing Body" in relation to a college, means the managing committee or any other body charged with the management of the affairs of that college and recognised as such by the University to which such college is affiliated.
- (p) "Family" includes the following relatives of a teacher, namely :

- (1) for the purpose of a death gratuity,
 - (i) wife in the case of male teachers,
 - (ii) husband in the case of a female teachers,
 - (iii) sons including step sons,
 - (iv) unmarried and widowed daughters (including step daughter),
 - (v) brothers below the age of 18 years and unmarried or widowed sisters,
 - (vi) father, (vii) mother.
- (2) for the purpose of a family pension,—
 - (i) wife in the case of a male teacher,
 - (ii) husband in the case of a female teacher,
 - (iii) minor sons including adopted sons,
 - (iv) unmarried minor daughters including adopted daughters,
 - (v) dependent parents,

Note : Adoption or marriage after retirement will not be recognised for the purpose of family pension.

CHAPTER III

6. Service Record :

The full records of a teacher's service rendered in different institutions from the date of first entry into service till the date of retirement shall be maintained by the college in the Service Book in such manner as prescribed under the West Bengal College Teachers' (Security of Service) Rules, 1977. The Service Book and the leave account shall be in such form as prescribed in appendix B to the West Bengal College Teachers (Security of Service) Rules, 1977.

7. Service qualifying for pension :

- (a) Except for compensation gratuity, the service rendered by a teacher before the completion of the age of 20 years shall not qualify for pension.
- (b) (i) Continuous temporary or officiating service of a whole-time approved teacher in any college affiliated to any University in West Bengal shall count as qualifying service provided it is followed, without interruption, by confirmation in the same or another post in the College.
- (ii) Temporary whole-time approved teachers rendering continuous service for ten years or more will be granted pension and gratuity as admissible to permanent teachers under the scheme.
- (c) War service rendered between 3.9.39. and 1.4.46. by a teacher shall count as qualifying for pension under this scheme provided the teacher concerned was deputed by the Governing Body for the service and was absorbed as teacher on or before 1.1.48. and the service would have otherwise qualified for pension.
- (d) Service rendered, before partition i.e. during the period upto 15.8.47. by a teacher in any affiliated college in areas included in East Pakistan (now Bangladesh) shall qualify for pension provided the period of break from the date of leaving the college in East Pakistan and the date of appointment in any college in West Bengal is condoned by the pension sanctioning authority and further provided that the employer's contribution towards contributory provident fund together with interest accrued thereon for such service is refunded in full to Government.
- (e) All periods of authorised leave including extraordinary leave without pay shall count as qualifying service.
- (f) Period of suspension followed by reinstatement shall count as qualifying service provided it is treated as duty; otherwise it shall not count as qualifying service.
- (g) Break in service of a teacher even though condoned shall not count as qualifying service.
- (h) Break in qualifying service of a teacher for a period exceeding 6 months shall entail forfeiture of his past service. The authority competent to sanction pension may, however, condone any break in qualifying service for a period not exceeding 6 months subject to the conditions :
 - (i) the break has been caused by reasons beyond the control of the teacher concerned, and
 - (ii) the service preceding the break should not be less than 5 years.
- (i) A teacher who is suspended as a measure of penalty and not dismissed or removed but is

- reinstated on appeal is entitled to count his past service.
- (j) The period of break in service of a teacher between the date of dismissal or removal and the date of reinstatement shall not count as qualifying service unless such period is treated as duty or leave by a specific order of the authority which passed the order of reinstatement.
 - (k) Resignation tendered by a teacher or his dismissal or removal entails forfeiture of past service : Provided that resignation of an appointment for taking up another appointment under any sister institution with proper permission shall not entail forfeiture of past service.
 - (l) Vacation shall count as qualifying service provided a teacher is paid for that period and further provided he is present on both the closing date and the reopening date and, if on leave on either of the dates, the absence is regularised by sanction of leave by the competent authority.
 - (m) Qualifying service for pension shall be counted upon the age of superannuation or the date preceding the date of voluntary retirement. The period of service rendered, on approved extension, after attainment of age of superannuation shall not be considered as qualifying service.
- Note :** For the purpose of this scheme, the date of superannuation shall be reckoned from the date on the basis of the Higher Secondary/Matriculation/School Final pass Certificate or other equivalent pass certificates. In the case of those teachers whose date of birth cannot be ascertained from any such certificates, the date of birth entered in the Service Book on the basis of an affidavit shall be taken into account for the purpose of determining the date of superannuation.
- (n) Date of retirement—
When a teacher is required to retire on attaining a specified age, the date on which he attains that age, shall be reckoned as a non-working day and the teacher shall retire with effect from and including that day.
 - (o) Teachers appointed after 25 years of age may add to their service qualifying for superannuation pension only the actual period not exceeding five years by which their age on the date of appointment exceeded 25 years if the post is one—
 - (i) for which post-graduate research or specialist qualifications or experience in scientific, technological or professional field is essential, and
 - (ii) to which candidates of more than twenty-five years of age are normally recruited under the recruitment rules.

Note : G.O.No 63-Edn (CS), dt 12.1.1999

[490]

Government of West Bengal
Higher Education Department,
CS Branch

No. 63 Edn(CS)
1P-8/95 Pt.

Dated Calcutta, the 12th January, 1999.

From : Sri R. K. Chakraborty.

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : W.B. Non-Govt. College Teachers (DCRB Scheme) Rules and Amendment of Rule 7 (Journey Time)

The undersigned is directed to say that the Government has been pleased to direct that the following clauses be inserted under Rule 7 Sub Rule (i) of the DCRB Scheme :— "and (iii) reasonable journey time not exceeding five days including intervening holidays to going from one college to another with proper permission, may not be treated as Break in Service for the purpose of extending retirement/pensionary benefits. In case of recesses/vacations, the incumbent must join either (i) on

the date prior to the date of closing or (2) on the date of opening of the college after recesses/ vacations. In the latter case, the journey time shall not be allowed. Pay for such vacations shall not be paid to the incumbent, in case of joining after vacation/recess but the period shall count towards increment and all other benefits."

2. The cases settled otherwise should be reviewed on the basis of this order.
3. This order issues with the concurrence of the Finance Department vide their U.O. No. Group J (pen) 722 dated 5.1.99
4. The Accountant General, West Bengal is being informed.

Sd/- R. K. Chakraborty
Deputy Secretary.

No. 63/1(2) Edn (CS)

Copy forward for information to the (1) Finance Department (Group 'J' (Pen) of this Govt. (2) Accountant General, West Bengal

Calcutta
The 12th January, 99

Deputy Secretary

**CHAPTER IV
ELIGIBILITY FOR PENSION**

8. Subject to satisfactory service, a teacher shall be entitled to pension provided that in case of (i), (iii), and (iv) below the teacher concerned has completed at least ten years of qualifying service—
 - (i) on attaining the age of superannuation, and
 - (ii) on voluntary retirement after completing 25 years of qualifying service,
Or
 - (iii) on being declared permanently incapacitated for further service by the Chief Medical Officer of the State Government in the district concerned or any Medical Officer of equivalent status authorised by the pension sanctioning authority,
Or
 - (iv) on termination of service due to abolition of the post or closure of the College concerned due to withdrawal of recognition or other valid causes.

**CHAPTER V
CLASSIFICATION OF PENSION**

9. Pensions are divided into the following four classes, namely :
 - (a) Compensation Pension;
 - (b) invalid pension;
 - (c) superannuation pension; and
 - (d) retiring pension.
10. If a teacher is discharged on abolition of the permanent post held by him, he shall, unless he is appointed to another comparable post, have the option—
 - (a) of taking any compensation pension or gratuity to which he may be entitled for service he has rendered; or
 - (b) of accepting another appointment even on a lower pay, if offered, and continuing to count his previous service for pension.

Note : 1. No pension is admissible to a teacher for loss of appointment on discharge after the completion of a specified term of service.

2. No pension may be awarded for the loss of any special pay or local allowance.

3. Reasonable notice, not less than three months, should be given to a teacher before he is discharged on abolition of the post held by him. If in any case notice of at least three months is not given and the teacher has not been provided with any alternative employment on the date on which he is discharged, then a gratuity not exceeding his emoluments for the period by which the notice given to him falls short of three months, may be paid to him in addition to his pension but the pension shall be payable for the period for which he receives a gratuity in lieu of notice.
 11. An invalid pension is awarded on retirement from service to a teacher who by bodily or mental infirmity is permanently incapacitated for service.
A teacher applying for an invalid pension shall submit a medical certificate from the Chief Medical Officer of the State Government in the concerned district or from any other medical officer of equivalent status nominated or authorised by the pension sanctioning authority.
 12. The form of the medical certificate to be given respecting a teacher applying for invalid pension has been shown in Appendix I.
 13. No invalid pension is admissible to a teacher if it is certified by the medical officer that the incapacity is directly due to irregular or intemperate habits, which refer to incapacity on account of drug habit or on account of diseases resulting from immoral habits.
 14. A superannuation pension is granted to a teacher who is compelled to retire at a particular age in accordance with the service condition applicable to him.
- Note :** If only the year of birth of an applicant for pension is known but the exact date of birth in that year is not known, the first of July of that year is taken to be the date of birth. Similarly, if only the month and the year of birth are known, the 16th of the month is taken to be the exact date of birth.
15. A retiring pension is admissible to a teacher who is permitted to retire after completing qualifying service for 30 years.

CHAPTER VI AMOUNT OF PENSION

16. The amount of pension that may be granted is determined by the length of service.
- Note :** In calculating the length of service and adding together broken periods of a month, a month should be taken to consist of 30 days.
17. The amount of pension payable monthly shall be expressed in whole of rupees and where the pension calculated according to this scheme contains a fraction of a rupee it shall be rounded off to the next higher rupee, provided that the maximum annual pension prescribed in para 20 shall not be increased thereby.
 18. A pension admissible to a teacher shall be fixed and paid in rupees and in India.
 19. (a) A full pension admissible under the scheme is not to be given as a matter of course or unless the service rendered has really been approved by the pension sanctioning authority.
 - (b) If the service has not been thoroughly satisfactory the authority sanctioning the pension should make such reduction in the amount as it thinks proper :
Provided that no order of reduction shall be made without the approval of the appointing authority; provided further that the pension sanctioning authority before passing any final order regarding reduction in the amount of pension, or gratuity, or both, shall serve upon the person concerned a notice specifying the reduction proposal to be made in such amount and the grounds thereof, and call upon such person to submit, within fifteen days of the receipt of the notice or such further time as may be allowed by that authority such representation such person may wish to make against the proposed reduction and take into consideration the representation, if any, submitted by such person before passing the final order.
- Note :** 1. No pension shall be liable to seizure, attachment or sequestration by process of court in India at the instance of the creditor for any demand against the pensioner.
2. The measure of the reduction in the amount of pension under this scheme should be the extent by which the teachers' service as a whole has failed to reach a thoroughly satisfactory standard, and any attempt to equate the amount of reduction with the amount of loss caused to the

college is incorrect.

3. The service of a teacher against whom a charge of corruption has been proved whether in a specific case or by any presumption based on recorded facts cannot be considered to be thoroughly satisfactory within the meaning of this scheme. Any action under this scheme should, however, be taken only after a charge of corruption has been proved.

20. Amount of pension—The amount of pension is regulated as follows :

- (A) Gratuity—for service for a period of less than ten years a teacher shall be entitled to a gratuity at the rate specified below :

Completed six monthly periods of qualifying service :	Amount of gratuity admissible	Completed six monthly periods of qualifying Service	Amount of gratuity admissible
1	$\frac{1}{2}$ months' emoluments	11	$5\frac{1}{2}$ months' emoluments
2	1 months' emoluments	12	6 months' emoluments
3	$1\frac{1}{2}$ months' emoluments	13	$6\frac{1}{2}$ months' emoluments
4	2 months' emoluments	14	7 months' emoluments
5	$2\frac{1}{2}$ months' emoluments	15	$7\frac{1}{2}$ months' emoluments
6	3 months' emoluments	16	8 months' emoluments
7	$3\frac{1}{2}$ months' emoluments	17	$8\frac{1}{2}$ months' emoluments
8	4 months' emoluments	18	9 months' emoluments
9	$4\frac{1}{2}$ months' emoluments	19	$9\frac{1}{2}$ months' emoluments
10	5 months' emoluments		

- (B) For service for a period of ten years and more a teacher shall be entitled to a pension at rates specified below :

I. Pension

Completed six-monthly periods of qualifying service :	Maximum pension in rupees (per annum)	Completed six-monthly periods of qualifying service :	Maximum pension in rupees (per annum)
	Scale of pension		Scale of pension
20	10/80 ths of average emoluments 3,750.00	44	22/80 ths of average emoluments 8,250.00
21	$10\frac{1}{2}$ /80 ths " " 3,937.50	45	$22\frac{1}{2}$ /80 ths " " 8,437.50
22	11/80 ths " " 4,125.00	46	23/80 ths " " 8,625.00
23	$11\frac{1}{2}$ /80 ths " " 4,312.50	47	$23\frac{1}{2}$ /80 ths " " 8,812.50
24	12/80 ths " " 4,500.00	48	24/80 ths " " 9,000.00
25	$12\frac{1}{2}$ /80 ths " " 4,687.50	49	$24\frac{1}{2}$ /80 ths " " 9,187.50
26	13/80 ths " " 4,875.00	50	25/80 ths " " 9,375.00
27	$13\frac{1}{2}$ /80 ths " " 5,062.50	51	$25\frac{1}{2}$ /80 ths " " 9,562.50
28	14/80 ths " " 5,250.00	52	26/80 ths " " 9,750.00
29	$14\frac{1}{2}$ /80 ths " " 5,437.50	53	$26\frac{1}{2}$ /80 ths " " 9,937.50
30	15/80 ths " " 5,625.00	54	27/80 ths " " 10,125.00
31	$15\frac{1}{2}$ /80 ths " " 5,812.50	55	$27\frac{1}{2}$ /80 ths " " 10,312.50
32	16/80 ths " " 6,000.00	56	28/80 ths " " 10,500.00
33	$16\frac{1}{2}$ /80 ths " " 6,187.50	57	$28\frac{1}{2}$ /80 ths " " 10,687.50
34	17/80 ths " " 6,375.00	58	29/80 ths " " 10,875.00
35	$17\frac{1}{2}$ /80 ths " " 6,562.50	59	$29\frac{1}{2}$ /80 ths " " 11,062.50
36	18/80 ths " " 6,750.00	60	30/80 ths " " 11,250.00
37	$18\frac{1}{2}$ /80 ths " " 6,937.50	61	$30\frac{1}{2}$ /80 ths " " 11,437.50
38	19/80 ths " " 7,125.00	62	31/80 ths " " 11,625.00
39	$19\frac{1}{2}$ /80 ths " " 7,312.50	63	$31\frac{1}{2}$ /80 ths " " 11,812.50
40	20/80 ths " " 7,500.00	64	32/80 ths " " 12,000.00
41	$20\frac{1}{2}$ /80 ths " " 7,687.50	65	$32\frac{1}{2}$ /80 ths " " 12,000.00
42	21/80 ths " " 7,875.00	66	33/80 ths " " 12,000.00
43	$21\frac{1}{2}$ /80 ths " " 8,062.50		and above

II. Gratuity

In addition to pension as specified above a teacher shall also be entitled to a retiring gratuity at the rate of one-fourth of his emoluments for each completed six monthly period of qualifying service subject to a maximum of $16\frac{1}{2}$ times the emoluments, provided that in no case it shall exceed Rs. 30,000/-.

Note : The maximum emoluments for purpose of pension, retiring and death gratuity shall be Rs. 2,500-per month.

CHAPTER VII

DETERMINATION OF PENSION DURING RE-EMPLOYMENT

21. No teacher shall draw pension in addition to any pay that may be given to him if he is re-employed after retirement in the same post as held by him immediately before retirement. If, however, he is re-employed in any other posts, the authority competent to sanction his pension shall determine the amount of pension, if any, that may be admissible to him in addition to the pay given to him during re-employment.

CHAPTER VIII

DEATH GRATUITY AND FAMILY PENSION

22. When a teacher who has completed 5 years' qualifying service dies while in service, a death gratuity as prescribed in para 25 shall be paid to the nominee or nominees of the deceased teachers, or to the surviving members of his family defined in para 5(p) (i) in equal share, if there be no nominee.
23. An amount not exceeding $10/20$ ths of his emoluments for each completed year of qualifying service subject to a minimum of 12 times and a maximum of $11\frac{1}{2}$ times of the emoluments at the time of death shall be payable in respect of a teacher as referred to in para 22.
24. When a teacher who has become eligible for pension and retiring gratuity under para 20 dies within 5 years from the date of retirement and the sum actually received or payable to the members of his family on account of pension and retiring gratuity is less than the amount which would have been admissible as death gratuity under para 22 had he died on the date of retirement, the difference between these two sums shall be paid as gratuity to the person or persons on whom the right to receive the gratuity is conferred under para 25 or, if there be no such person, to the members of his family. This benefit shall not be admissible if the teacher had commuted a portion of his pension.
25. **Nomination :**
 - (1) Any teacher to whom this scheme apply may provided he has completed five years' qualifying service, make a nomination in writing in the prescribed form shown in Appendix II conferring on one or more persons the right to receive the death gratuity that may be sanctioned under para 25: Provided that if, at the time of making nomination the teacher has a family, the nomination shall not be in favour of any person or persons other than the members of his family.
 - (2) If a teacher nominates more than one person under sub-para (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.
 - (3) A teacher may provide in nomination—
 - (a) that in respect of any specified nominee, in the event of his predeceasing the teacher, the right conferred upon that nominee shall pass to such other member of the teachers' family as may be specified in the nomination; and
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.
 - (4) The nomination made by a teacher who has no family shall become invalid on his subsequently acquiring a family.
 - (5) Every nomination shall be in such one of the Forms A to D in Appendix II as may be appropriate in the circumstances of the case.
 - (6) A teacher may at any time cancel a nomination by sending a notice in writing and the teacher shall alongwith such notice send a fresh nomination made in accordance with his scheme.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-para, or, sub-para (4), the teacher shall send a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with said para.

(8) Every nomination made, and every notice of cancellation given, by a teacher under this para shall be sent, to the appointing authority who shall, immediately on receipt of a nomination, countersign it indicating the date of receipt and get the same pasted in the Service Book.

(9) Every nomination made, and every notice of cancellation given, by a teacher shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-para (8).

26. Family Pension :

(1) Family pension is admissible to the members of the family of a teacher, who is entitled to the benefit of pension under this scheme and who dies while in service.

(2) The benefit shall also be admissible in case of death of a teacher after retirement if at the time of death he was in receipt of a compensation, invalid, retiring or superannuation pension or gratuity provided the teacher has completed three years of service.

27. Rate of Family Pension :

Family Pension at the following rates shall be admissible to the members of the family of a teacher:

Pay of a teacher	Amount of monthly pension
1. Rs. 1,200 and above	12 per cent of pay subject to minimum Rs. 160 and a maximum of Rs. 250/-
2. Rs. 400 and above but below Rs. 1,200	15 per cent of pay subject to a minimum of Rs. 100/- and a maximum of Rs. 180/-
3. Below Rs. 400/-	30 per cent of pay subject to a minimum of Rs. 100/-

Note : Pay for the purpose of calculation of family pension means the pay as defined in para 5(m) which the teacher was drawing on the date of his death while in service or immediately before his retirement. If on the date of his death while in service or immediately before his retirement a teacher has been absent from duty on leave, other than extraordinary leave pay means the pay which the teacher would have drawn had he not proceeded on such leave. The amount of family pension shall not be increased on account of increase in pay not actually drawn but only increments falling due within the admissible period of leave upto the date of death or retirement, as the case may be, shall be taken into account. If, however, on the date of death or retirement, a teacher is under suspension, pay on the date of death or retirement shall be taken to be the pay he would have drawn had he been on duty subject to the condition that the period of suspension is treated as duty.

28. Rate of family pension in case of death of a teacher while in service :

For a period five years from the date of death or upto the date on which the deceased teacher would have attained the age of 65 years had he served, whichever period is less, the pension payable will be at fifty per cent of the basic pay last drawn subject to a maximum of twice the pension admissible under para 27, provided that the said benefit will not be admissible if the teacher has put in less than seven years continuous service prior to his death. Pension payable there after will be at rates laid down in para 27.

29. In the event of death of a teacher after retirement the family pension at the enhanced rate as admissible under para 28 shall also be payable up to the date on which the deceased teacher would have attained the age of 65 years had he survived or for five years, whichever period is less, but in no case the amount of enhanced family pension shall exceed the pension sanctioned to the teacher at the time of retirement. However, in cases when the amount of normal family pension as admissible under para 27 above exceed the pension sanctioned at the time of retirement, the amount of enhanced family pension sanctioned under this para shall not be less than the amount admissible under para 27 above. The pension sanctioned at the time of retirement shall be pension

inclusive of the part of pension which the retired teacher may have commuted before death.

Note : The method of determining the amount of family pension payable under para 28 & 29 shall be calculated as follows :

Pension payable under para 27 should first be calculated by applying the minimum and maximum limits and then doubled. The resultant amount or 50% of the basic pay last drawn, whichever is less, is the amount of family pension admissible under paras, 28 & 29.

30. Period during which pension is admissible-subject to the provision made in para 32—The family pension shall be admissible :

- (a) in the case of widow/widower upto the date of death or re-marriage, whichever is earlier.
- (b) in the case of minor son until he attains the age of 18 years.
- (c) in the case of unmarried daughter until she attains the age of 21 years or marriage, whichever is earlier ;
- (d) in the case of dependent parents upto the date of their death or re-marriage, whichever is earlier.

Note : Where a teacher is survived by more than one widow, the family pension shall be paid to them in equal shares. On the death of a 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 pension shall cease.

31. Date of effect of Family Pension : A family pension shall take effect from the day following the death of a teacher.

32. Pension payable to one member of the family : Subject to the provisions contained in the note under para 30 the pension awarded under this scheme shall not be payable to more than one member of the teacher's family at the same time. It shall first be admissible to the widows(s)/widower and then to the minor children and thereafter to mother and lastly to father.

In the event of re-marriage or death of the widower the pension shall be granted to the minor children through their natural guardian. In disputed cases, however, payments shall be made through a legal guardian.

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

33. A teacher eligible to the benefit of family pension shall be required to surrender a portion of his gratuity, where admissible; equal to his two months' emoluments subject to a maximum of Rs. 5,000.00. In case where the gratuity admissible is less than two months' emoluments the same shall be resumed by Govt. against the family pension benefit admissible under this scheme. A teacher who was in service on or after 1.10.77 is not required to surrender an amount equal to his two months' emoluments for the purpose of the benefit of family pension.

Note : 1. In the case of teachers retiring or dying while in service without a wife/husband or minor children including adopted children or parents the deduction of two month's emoluments from the gratuity shall not be made.

2. In case no gratuity either under special order or under normal scheme is admissible, no deduction on account of family pension shall be made.

34. A teacher may be permitted to come out of the family pension if at any time he ceases to have a family. The option once exercised is final;

35. Claim for family pension should be preferred in the manner as laid down in Appendix III.

CHAPTER IX PROCEDURE RELATING TO APPLICATION FOR AND SANCTION OF PENSION

36. List of teachers due to retire—Each College authority shall have a list prepared every six months, i.e. on the 1st January and the 1st July each year, of all teachers who are to retire within the next 12 months to 18 months of that date. A copy of every such list in the form shown in Annexure I shall be supplied to Director of Public Instruction/ Accountant General, West Bengal, not later than the 31st

January or 31st July, as the case may be, of that year. In the case of persons retiring for reasons other than by way of superannuation the college authority shall promptly inform the Director of Public Instruction, West Bengal/Accountant General, West Bengal as soon as the impending retirement becomes known to him.

37. A teacher, who is eligible for pension under this scheme shall submit to his appointing authority i.e. the Governing Body of his College a formal application for pension in the form as prescribed in Appendix IV together with the information as called for in the form as prescribed in Appendix V and other documents as mentioned in the application form preferably one year in advance of the date of anticipated retirement.
 38. The college authority, on receipt of the formal application for pension, shall immediately prepare the pension papers after due scrutiny, and verification of the service claimed and the emoluments actually drawn and forward the same along with the following documents to the Director of Public Instruction or the officer (s) authorised by him in this behalf :
 - (a) The service book duly completed and the entries duly verified and signed by the Principal in case of a teacher other than Principal and by the President of the Governing Body in case of a Principal.
 - (b) A certificate to be given by the President of the Governing Body of the college stating that the services claimed have been verified and that the average emoluments have been correctly calculated.
 - and
 - (c) Recommendation of the appointing authority stating whether the pension should be admitted or not.
 39. The Director of Public Instruction or an officer or officers authorised by him on his behalf shall scrutinise the pension papers and forward the same to the Accountant General, West Bengal along with sanction in general terms in the form as prescribed in Appendix-VI at least three months before the date of retirement of the teacher concerned for issue of Pension Payment order.
 40. Pension shall be payable through Treasuries and Sub-Treasuries in West Bengal in accordance with the instructions issued by the Accountant General, West Bengal.
 41. Provisional pension (including gratuity) at a rate not exceeding 50% of the amount of pension (including gratuity) as reported to be admissible and recommended by the College authority may be sanctioned by the pension sanctioning authority at his discretion for a period of one year or till the pension is sanctioned, whichever is earlier, in all cases where the pension papers after due scrutiny and verification have not been forwarded to the Accountant General, West Bengal before the date of retirement of the teacher subject to the condition that before the provisional pension is paid to a pensioner an undertaking in writing should be obtained from him to the effect that in case the amount of provisional pension is found to be in excess of the amount of pension finally sanctioned he will refund the excess amount.
- While forwarding the pension papers a copy of the order sanctioning the payment of provisional pension (including gratuity) shall be sent to the Accountant General, West Bengal along with the pension papers.
- Such provisional pension (including gratuity) shall be subject to adjustment with the amount of pension (including gratuity) finally sanctioned of such proceeding is settled.

CHAPTER X

COMMUTATION OF PENSION

42. A teacher who is eligible to the benefit of pension under this scheme shall be entitled to commute for a lump sum payment any portion, as may be determined by Government from time to time, of his pension which has been or may be granted to him under this scheme, provided that a teacher against whom a judicial or a department proceeding has been instituted shall not be permitted to commute any portion of his pension during the pendency of such proceeding.
43. **Sanctioning authority :**
The sanctioning authority means the Government of West Bengal in the Finance Department.

44. **Rate of commuted value of pension :**

The rates of commuted value of pension payable under this scheme has been shown in Appendix VII.

45. **Application for commutation :**

An application for commutation of pension shall be submitted by a teacher after his pension has been sanctioned to the sanctioning authority as mentioned in para 43 in the form as prescribed in Appendix VIII.

46. On receipt of an application for commutation, the sanctioning authority shall transmit the application to the audit officer for reporting on the admissibility of the commuted value of pension. On receipt of the admissibility report the sanctioning authority shall intimate to the applicant lump sum amount payable on commutation and instruct him to produce a certificate as to expectation of his life from a Presidency Surgeon in Calcutta and from the Chief Medical Officer of the district in which the college is situated.

Provided that in cases where the amount of pension to be commuted exceeds Rs. 25/- (including amount or amounts previously commuted) the teacher concerned will have to produce another medical certificate from the Standing Medical Board at Calcutta or a Special Medical Board.

47. (1) The certifying medical authority after obtaining from the applicant a statement in Part-I of the form as prescribed in Appendix IX which must be signed in its presence, shall subject him to strict examination, enter the results in Part II of the form and record his opinion as to the accuracy with which the pensioner has answered the questions in Part I regarding his/her medical history and habits. Lastly he/she shall complete the certificate contained at the end of Part II of the form and forward it to the sanctioning authority.
- (2) If the medical authority/medical Board/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 on the finding of the medical authority and of the revised sum payable on commutation.
- (3) 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.
48. In case of application for commutation of pension from a teacher drawing invalid pension the Medical Board shall, after examination in the manner as laid down in Para 47 record its opinion in Part III of the form as prescribed in Appendix IX.
49. The medical authority examining a teacher applying for commutation of pension shall be competent to charge fee at rates as prescribed by the State Government in the Health Department.

CHAPTER XI
MISCELLANEOUS

50. Teachers drawing pay in the old U.G.C. scales which were in force prior to 1.1.1973 and also those drawing pay in the new U.G.C. scales for pay introduced with effect from 1.1.73 and opting for the alternative scheme of C.P. Fund benefit and gratuity shall be entitled, in addition to the benefit of Contributory Provident Fund at rates as admissible under the rules in force in their respective colleges, a retiring gratuity at the rate of half month's emoluments for each completed year of qualifying service subject to a maximum of $16\frac{1}{2}$ -times the emoluments or Rs. 12,000/- whichever is less.
51. (i) Applications for gratuity as admissible under para 50 shall be submitted by the teachers in the form as prescribed in Appendix X and in the same manner as applications for pension are submitted.
- (ii) The procedure for disposal of applications for pension shall apply to the applications for gratuity as admissible under para 50.

CHAPTER XII

52. In respect of matters for which provision has not been made in this scheme, the relevant provisions in the West Bengal Service (Death-cum-Retirement Benefit) Rules, 1971, shall apply mutatis mutandis subject to the approval of the State Government.

ANNEXURE-I

(See para 36 of the Scheme)

(To be sent to the Director of Public Instruction/Accountant General, West Bengal by the 31st January/31st July at the latest)

Sl. No	Name of teacher	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, the date of expiry of the present extension.	Whether the has made a formal application for Pension, if so, the date of receipt of such application.
1	2	3	4	5	6	7	8

APPENDIX-I

form of medical certificate to be given to a teacher applying for invalid pension

Certified that I/we have carefully examined Shri/Sm.-----son/daughter/wife of-----, a-----in the----- His/her age is by his/her own statement-----year. I/we consider Shri/Sm.-----to be completely and permanently incapacitated for further service of any kind in the College 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 the 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 the following addition should be made.)

"I am/we are of opinion that Shri/Sm.-----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 a less laborious character than that which he has been doing)."

APPENDIX-II

Form for nomination to receive the death gratuity

FORM A

(When the teacher has a family and wishes to nominate one member thereof).

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive my gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominee	Relationship with teacher	Age	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 predeceasing the teacher or the nominee dying after the death of the teacher but before receiving payment of the gratuity	Amount or share of gratuity payable to each
-----------------------------	---------------------------	-----	---	---	---

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

Dated this-----day of-----19-----20-----at-----

Witness to signature :

1. -----
2. -----

Signature of teacher.

Note : The last column should be filled in to cover the whole amount of gratuity.

*Strike out, if not applicable.

FORM B

(When the teacher has a family and wishes to nominate more than one member thereof).

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive my gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and addresses nominees.	Relationship with teacher	Age	Amount or share of gratuity pay 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 nominee shall pass, in the event of the nominee predeceasing the teacher 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
------------------------------	---------------------------	-----	--------------------------------------	---	--	---

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

Dated this-----day of-----19-----20-----at-----

Witness to signature :

1. -----
2. -----

Signature of teacher.

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

Note 2 : Fourth column should be filled in so as to cover the whole amount of gratuity.

Note 3 : The amount/share of gratuity shown in last column to cover the whole amount/share payable to the original nominees.

* Strike out, if not applicable.

FORM C

(When the teacher has no family and wishes to nominate one person)

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of nominee	Relationship with teacher	Age	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 predeceasing the teacher or the nominee dying after the death of the teacher but before receiving payment of the gratuity	Amount or share of gratuity payable to each
-----------------------------	---------------------------	-----	---	--	---

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

Dated this-----day of-----19-----20-----at-----

Witness to signature :

1. -----
2. -----

Signature of teacher.

* Strike out, if not applicable

FORM D

(When the teacher has no family and wishes to nominate more than one person)

I having no family, hereby nominate the persons mentioned below and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and addresses of nominees	Relationship with teacher	Age	Amount or 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 nominee shall pass, in the event of the nominee predeceasing the teacher 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
--------------------------------	---------------------------	-----	---	---	---	---

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

Dated this-----day of-----19-----20-----at-----

----- Witness to signature :

1. -----
2. -----

Signature of teacher.

Note 1 : The teacher should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Note 2 : Fourth column should be filled in so as to cover the whole amount of gratuity.

Note 3 : The amount/share of gratuity shown in last column to cover the whole amounts/share payable to the original nominees.

* Strike out, if not applicable.

APPENDIX-III

(See para 35 of the scheme)

Claimants for family pension under para 27 of the scheme shall submit application to the Pension Sanctioning Authority in form prescribed in Part I below immediately after the death of the teacher/pensioner along with following documents, namely :

- (1) death certificate,
- (2) two copies of passport size photograph duly attested by a Gazetted Officer,
- (3) guardianship certificate where pension is admissible to the minor children.

PART I**Form of application**

Application for a family pension for the family of late Shri /Sm
Designation.....in the college.....

1. Name of the Applicant :
2. Relationship to the teacher/pensioner :
3. Date of death of the teacher/pensioner :
4. Date of retirement, if the deceased was a pensioner :
5. Name and ages of surviving kindred of the deceased :

Widow/Widower	Name	Date of birth
Sons		(by christian era)
Unmarried daughters		
Parents		

6. Name of Treasury/Sub-Treasury at which payment is desired :
7. Signature or left hand thumb impression (in the case of those who are not literate enough to sign their names) :
8. Descriptive roll of.....widow/widower/guardian of the minor children/parents of late.....

- (i) Date of birth (by christian era) :
- (ii) Height :
- (iii) Personal marks, if any, on hand or face :
- (iv) Left hand thumb and finger impressions :

Attested by :

(1)
(2)

Witness :

(1)
(2)

Note : The descriptive Roll (column 8) and signature of left hand thumb and finger impressions accompanying application for family pension should be in duplicate (in two separate sheets and attested by two gazetted officer or persons of respectability in the town, village or pargana in which the applicant resides).

PART II**Form for sanctioning Family Pension**

1. Name of the teacher :
2. Father's name (and also husband's name in the case of a married woman teacher) :
3. Religion and Nationality :
4. Last appointment held including name of college :

5. Date of beginning of service :
6. Date of ending of service :
7. Substantive appointment held :
8. Length of continuous qualifying service prior to death :
9. Pay as per scheme :
10. Amount of family pension admissible :
11. Date from which pension is to commence :
12. Place of payment (Treasury/Sub-Treasury) :

The undersigned having satisfied himself of the above particulars of late Shri/Sm.....hereby orders the grant of a family pension of Rs.....per month to Shri..... which may be accepted by the Audit Officer as admissible under the scheme.

Signature and designation
of the Sanctioning Authority.

APPENDIX-IV

(See para 37 of the scheme)

Form of Application for Pension

From :
To :
Sub : **Application for sanction of pension.**

Sir,

I beg to say that I am due to retire from service with effect from themy date of birth being..... I therefore request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from..... Treasury.

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 is claimed herein nor shall I submit any application hereafter without quoting a reference to this application and the orders which may be passed thereon.
3. I enclose herewith :
 - (i) two specimen signature of mine, duly attested.
 - (ii) two copies of a passport size photograph of mine, also duly attested.
4. My present address is :
and my address after retirement will be :

(Signature)

Designation

Dated :

Note : Any subsequent change of address should be notified to the College Authority.

APPENDIX-V

(See para 37 of the scheme)

FIRST PAGE

FORM FOR PENSION AND GRATUITY

1. Name of teacher :
2. Father's name (and also Husband's name in the case of a woman teacher) :
3. Religion and Nationality :

4. Permanent residential address showing Village/Town, District and State :
5. Present or last appointment, including name of college
 - (a) Substantive :
 - (b) Officiating, if any :
6. Class of Pension or Gratuity applied for and cause of application :
7. Institution under which service has been rendered (in order of employment) :
8. Period of Service qualifying for pension :
 - (a) Period of Service as a teacher :
 - (b) Period of War/Military Service :
 - (c) Amount and nature of any pension/gratuity received for Military Service :
 - (d) Amount and nature of any pension/gratuity already received for any service :
9. (a) Average emoluments :
- (b) Emoluments for Gratuity :
10. Pay as defined in para 5 (m) of West Bengal Non-Government College Teachers (Death-cum Retirement Benefit) scheme :
11. Proposed Pension :
12. Proposed Gratuity :
13. Whether the Family Pension Rule is applicable, if so, amount of life time family pension becoming payable to the entitled members of the family of the teacher, in the event of his/her death :
14. Date from which pension is to commence :
15. Place of payment of :
 - (a) Pension (Treasury/Sub-Treasury) :
 - (b) Gratuity (Treasury/Sub-Treasury) :
16. Whether nomination made for :
 - (i) Family Pension if applicable :
 - (ii) Death-cum-Retirement Gratuity :
17. Whether teacher was paid all the employer's dues :
18. Date of birth by Christian era of :
 - (i) Teacher :
 - (ii) Teacher's wife/husband :
19. Height :
20. Identification Marks :
21. Thumb and finger impressions :
 - (i) of teacher :
 - (ii) of teacher's wife/husband :

Thumb	Fore finger	Middle finger	Ring finger	Little finger

22. Date on which the Teacher applied for pension in Form prescribed in Appendix-IV :

.....
Signature of the appointing authority

Note : Persons who are literate enough to sign their names in English, Hindi or the Official Regional Language, are exempted from recording their left hand thumb and finger impressions provided they furnish certified copies of passport-size photographs.

Details of service of Shri, Shrimati/Kumari :
Date of birth :

SECTION-I

College	Appointment	Officiating/ substantive	Date of begin- ning	Date of ending	Period reckoning as service Yrs. Mths. Days.	Period not reckoning Yrs. Mths. Days	Remarks by the Audit Officer
1	2	3	4	5	6	7	8

Total period of service.....

Note : Date of commencement and date of ending of each period of military service, if any, should also be indicated in this section.

SECTION-II

Emolument drawn during the last 12/10 months

Post held	From	To	Pay	Personal/Special Pay

Average Emoluments

In a case where the last 12/10 months include some period not to be reckoned for calculation average emoluments as equal period backwards has to be taken for calculating the average emoluments.

SECTION-III

Period (s) of non-qualifying service

1. Interruption (s) : From To
2. Period of suspension not treated as qualifying :
3. Any other service not treated as qualifying :

Total

SECTION-IV

Period of service not verified with reference to Acquittance Rolls :

Whether the above period verified in accordance with the provisions of the scheme and if not whether the necessity of verification of the aforesaid period of service dispensed with under orders of the appropriate authority :

(a) Audit Enfacement

1. Total period of qualifying service which has been accepted for the grant of superannuation/ retiring/invalid/compensation pension/gratuity, with reasons for disallowances, if any, (other than disallowance indicated in Section I) :

Note : Service for the period commencing from.....and upto the date of retirement has not yet been verified :

(This should be done before the pension payment order is issued).

2. Amount of the superannuation/retiring/invalid/compensation pension/gratuity, that has been admitted :
3. Amount of the superannuation/retiring/invalid/compensation pension/gratuity, admissible after taking into account reduction if any, in pension and gratuity made by the authority sanctioning pension :
4. The date from which the superannuation/retiring/invalid/compensation pension/gratuity is admissible :

5. Head of account to which the superannuation/retiring/invalid/compensation and special additional pension/gratuity is chargeable :
6. The amount of life-time family pension becoming payable to the entitled members of family in the event of death of the teacher after retirement :

Accounts Officer

West Bengal

Assistant/Accountant General

- (b) Accounts Enfacement :
 1. Date of submission of Pension Application by teacher :
 2. Name of teacher :
 3. Class of pension or gratuity :
 4. Sanctioning authority :
 5. Amount of pension sanctioned :
 6. Amount of gratuity sanctioned :
 7. Date of commencement of pension :
 8. Date of sanction :
 9. Amount of Family Pension admissible in the event of death of Pensioner :
 10. Amount to be recovered from gratuity if any :
 11. Employer's dues held over from the gratuity :

Instructions

- | | |
|---|--|
| Calculation of average emoluments | 1. The calculation of average emoluments, mentioned at item 9 of the First page should be based on the actual number of days contained in each month. |
| Compensation Pension | 2. (a) If the application is for a compensation pension or gratuity the particulars of the savings effected should be duly stated against item 6 of the First Page.
(b) State why employment was not found elsewhere. |
| History of Service | 3. (a) Give date, month and year of the various appointments, promotions and positions. For the purpose of adding towards broken periods, a month is reckoned as thirty days.
(b) All periods not reckoned as service should be distinguished and reasons for thier exclusions given in the remarks column. |
| Identification mark
Name | 4. Specify a few conspicuous marks not less than two, if possible.
5. When initials or name of a teacher are incorrectly given in the various records consulted, mention this fact in the letter forwarding the pension papers to avoid unnecessary reference from the Audit Officer. |
| Date of Retirement
Reinstatement | 6. Show in the Service Book, and the Last Pay Certificate.
7. In the case of an officer who has been reinstated after having been suspended, compulsorily retired, removed or dismissed, brief statement leading to his reinstatement should be appended. |
| Alterations | 8. Mark in red ink under dated initials of a Gazetted Government Servant. |
| Calendar Month | 9. The following examples show how a period stated in calendar months should be calculated. |

Examples

A period of six calendar months

Beginning on the :
 28th February
 31st March or 1st April
 29th August
 30th August or 1st September

Ends on the :
 27th August
 30th September
 28th February
 Last day of February

A period of three calendar months

Beginning on the :
 20th November
 30th November or 1st December

Ends on the :
 28th February
 Last day of February

APPENDIX-VI

Form 1 (see para 30 of the scheme)

[Form of letter to the Accountant General, West Bengal, forwarding the Pension papers of a teacher.]

To

The Accountant General, West Bengal.

Sir,

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

Yours faithfully,
 Director of Public Instruction, West Bengal.

List of enclosures

1. Appendix V with details of service etc., and form II containing the orders of the pension sanctioning authority.
2. Medical certificate for invalidation (if the claim is for invalid pension).
3. Service Book.
4. Memorandum of average emoluments reckoning for pension.
5. Last Pay Certificate.
6. (a) Two specimen signature duly attested by a Gazetted Officer.
 (b) Three copies of joint passport size photograph with wife/husband duly attested by the President of the Governing Body of the College.
7. Formal application for pension.
8. Explanation for delay, if any, beyond one month from the date of retirement of the teacher in forwarding Forms.
9. When the fact of service in another college is not satisfactorily attested in the Service Book, duly certified abstract from the President of the Governing Body of the college.
10. Statement of applicants and collateral evidence duly accepted by the authority competent to sanction the pension.

FORM E

(See para 39 of the scheme)

Form for sanctioning pension

(To be sent in duplicate if payment is desired in a different Audit Circle).

1. Name of the Teacher :
 2. Father's name (and also husband's name in the case of a Woman teacher).
 3. (a) Present or last appointment, including name of college.
 - (i) Substantive
 - (ii) Officiating, if any,
 - (b) Remarks by the Receiving authority :
 1. As to character and past Good / Fair conduct of teacher.
Indifferent/Bad.
 2. Explanation of any suspension or degradation.
 3. Any other remarks.
 4. Specific opinion of the Receiving Authority whether the service claimed is established and should be admitted or not.
 - (c) Orders of the Pension Sanctioning Authority : The undersigned having satisfied himself that the Service of Shri/shrimati.....has been thoroughly satisfactory hereby order the grant of the full pension, death-cum-retirement gratuity, service gratuity which may be accepted by the Audit Officer as admissible under the Scheme.
- OR
- The undersigned having satisfied himself that the service of Shri/ Shrimati 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.....
- The grant of pension and/or gratuity shall take effect from :
- (d) In the event of death of Shri/Shrimati.....a family pension of Rs.....will be admissible to Shrimati/Shri..... as admissible under the family pension scheme.
 - (e) In terms of para.....of the scheme he/she is required to contribute a portion of gratuity equal to two months emoluments or pay, as the case may be. Necessary recovery out of the gratuity payable to Shri/Shrimati.....has been/may be made.
 - (f) A sum of Rs. on account of is to be held over from the gratuity till the outstanding College dues are assessed and adjusted.
- The pension and gratuity, are payable at treasury/sub-treasury and are chargeable to the Head :
- 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 scheme, he/she shall be called upon to refund such excess.

Dated :

Signature and Designation of the
Pension Sanctioning Authority**Note :** No amount of the gratuity need be held over if the teacher has made cash deposit or furnished a surety of a permanent teacher.

(To be used in the case of teacher to whom paragraphs & apply).

Details of provisional pension and gratuity to be drawn by the President of the Governing Body

of the College in accordance with the procedure laid down in article

Provisional pension

Rs.

P.m.

Gratuity (50% of the full gratuity mentioned against Item ----- of from) :

Less :

- (i) Contribution towards Family Pension [see item ----- of the form] :
 (ii) Amount held over for adjustment of College dues [see item-----] :
 Net amount of gratuity to be paid provisionally :

*Signature of the Pension
Sanctioning Authority.*

APPENDIX VII

(See para 44 of the scheme)

Rates of Commutation Value of Pension

Age next birthday	Value per Rs. commuted	Age next birthday	Value per Rs. commuted
	Rs.		Rs.
51	155.40	63	109.80
52	151.92	64	105.84
53	148.20	65	102.00
54	144.60	66	98.04
55	140.76	67	94.20
56	137.04	68	90.36
57	133.20	69	86.64
58	129.36	70	82.92
59	125.52	71	79.20
60	121.56	72	75.60
61	117.72	73	72.12
62	113.76	74	68.64
		75	65.28

APPENDIX VIII

(See para 45 of the scheme)

FORM A

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

Dated the :
Place :

Signature :
Designation :
Address :

- How much of your pension do you wish to commute?
- Have you a wife?
How many members are there in your family with age and sex?
- What was your monthly income from all sources during the past year? Give particulars :
- Do you suffer from any complaint likely to shorten your life? If so, state its nature :
- What is the class of your pension—superannuation, retiring, or invalid?
- What is the date and year of your birth?
- From what Treasury do you draw your pension?
- What is the number of your present Pension Payment Order issued by the Accountant General, West Bengal?

9. Have you commuted any portion of your pension previously? If so, please give details :
 10. What portions of the above pension represent your original pension and temporary increase, if any?

APPENDIX IX

(See para 47 of the scheme)

FORM B

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 at
death and cause
of death

Number of brothers
living, their ages
and state of health

Number of brothers
dead, their ages at
and 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 death

5. Have any of your near relations suffered from tuberculosis (consumption, serefula), 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 of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity or other nervous disease, discharge from or other disease of the ear, syphilis, gonorrhoea, or :
 - (b) had any other disease or injury which required confinement to bed or medical or surgical treatment or :
 - (c) Undergone any other surgical treatment :
7. Have you rupture :
8. Have you varicocele, varicose veins or piles?
9. Is your vision in each eye good?
10. Is your hearing in each ear good :
11. Have you any cengenital or acquired malformation defect or deformity :
12. When were you last vaccinated :
13. Is there any further matter concerning your health not convered 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 in your life ever been declined or accepted at an increased premium :
16. (a) Have you ever been told that you had albumin or sugar in the urine :
 (b) Do you rise at night to urinate :
 (c) Are you now or have you been on special diet for your health :
 (d) Has there been any marked increase or decrease in your 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 applicant

(To be signed in presence of the medical authority)

I declare all the above answers to the best of my belief, are 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)

FORM B
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 umbilicos :
5. Pulse rate—
 - (a) Sitting :
 - (b) Standing :
 - (c) What is character of pulse? :
6. What is condition of arteries? :
7. Blood pressure :
 - (a) Systolic :
 - (b) Diastolic :
8. Is there any evidence of disease of the main organs :
 - (a) Heart :
 - (b) Lungs :
 - (c) Liver :
 - (d) Spleen :
 - (e) Any other :
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 scars or indentifying marks :
12. Any additional information :

I have carefully examined and am of opinion that :

Either he is in good bodily health and has the prospect of an average duration of life 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 year more than his actual age."

Station :
Dated :

(Signature and designation of examining medical authority)

Signature of the applicant

(Thumb and finger impression of the left hand of the applicant)

FORM B

(See Para 48 of the Scheme)

Part III

We have carefully examined and are of opinion that :

Either he is in good bodily health and has the prospect of an average duration of life 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 :

Date :

Signature of members of the examining Medical Board)

(Signature of the applicant)

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

APPENDIX-X

Form for application for gratuity [See Para 51]

PART 1

From :

To :

Subject : Application for sanction of gratuity.

Sir,

I beg to say that I am due to retire from service with effect from the.... .. my date of birth being.... ..I therefore request that steps may kindly be taken with a view to the gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my gratuity from.... ..Treasury.

2. I hereby declare that I have neither applied for nor received, any gratuity in respect of any portion of the service qualifying for this gratuity and in respect of which 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. I enclose herewith :
 - (i) two specimen signatures of mine, duly attested :
 - (ii) two copies of a passport size photograph of mine, also duly attested.
4. My present address is :
and my address after will be :

(Signature)

Designation

Dated :

Note : Any subsequent change of address should be notified to the College Authority.

PART II

Detailed information about the teacher

1. Name of the teacher :
2. Father's name (and also Husband's name in the case of woman teacher) :
3. Religion and Nationality :
4. Permanent residential address showing Village/Town, District and State :
5. Present or last appointment including name of the College :
 - (i) Substantive :
 - (ii) Officiating, if any :
6. Class of gratuity applied for and cause of application :
7. Period of service qualifying for gratuity :
 - (i) Substantive :
 - (ii) Officiating, if any :
8. Pay last drawn :
9. Emoluments for gratuity :
10. Proposed gratuity :
11. Whether the Family Pension Scheme is applicable, if so, amount of life time family pension becoming payable to the entitled members of the family of the teacher, in the event of his/her death :
12. Place of payment of gratuity (Treasury/Sub-Treasury/Office of the Pension Sanctioning Authority)
13. Whether nomination made for gratuity :
14. Whether the teacher has paid all his dues payable to his employer or the Government :
15. Date of birth by Christian era of :
 - (i) Teacher :
 - (ii) Teacher's Wife/Husband :
16. Height :
17. Identification marks :

PART III

Recommendation by the Head of the Institution

1. Total period of qualifying service recommended for acceptance :
2. Total amount of gratuity recommended :

Signature of the Head of the Institution.

PART IV

Report of the Audit Office

1. Total period of qualifying service accepted for grant of gratuity :
2. Amount of gratuity that has been admitted :

Signature of the Head of the Institution.