

**WEST BENGAL POLICE DIRECTORATE  
BHABANI BHAWAN, ALIPORE, KOLKATA-27**

Memo No 893(80) /Wel/PN  
Wel/PN-275/2014

Date : 29/04/2014

To  
Shri ....., IPS,

Sub : Timely settlement of pension cases and retirement benefits.

Sir,

As you are aware that retirement / die-in-harness benefits are of prime importance for a retired Govt. employee or his family. So, in continuation of my earlier letter, it is again requested that following steps should be taken for timely settlement of these claims :

1. A list of Govt. Employee going to retire within next two years should be prepared on January 1<sup>st</sup> and July 1<sup>st</sup> of every year.
2. Pension papers complete in all respects should be sent to the Office of the Accountant General minimum six months before the retirement of the employees.
3. If it is a case of voluntary retirement / resignation, the paper should be sent as soon as the Appointing Authority takes the decision to accept the request of the employee. However, it should not exceed 30 days from acceptance of such request.
4. In case of death in harness, pension papers should be sent within 15 days of death of the employee. Similarly, other claims such as gratuity, leave salary, group insurance, GPF payment etc. should be processed well before the retirement of the employee and should be settled before his date of retirement.
5. On the date of retirement the employee should be handed over pension payment order and cheques of other dues such as gratuity, leave salary, Group Insurance and GPF payment.
6. The retiring employee should be given an official farewell on the date of his / her retirement.
7. Nomination : Every employee should be given a duplicate Service Book which should be updated at least twice in a year. Service Book of every employee must contain nomination for
  - (i) Pension and other death cum retirement benefits
  - (ii) Group Insurance
  - (iii) P.F.
8. If there is any dispute regarding successors of the employee, it should be settled as per West Bengal Services (DCRB) Rules, 1971 and relevant succession laws. If it is not possible to settle the dispute, the opinion of Public Prosecutor may kindly be taken. If it is not possible to get the matter settled even then; it may kindly be referred to the Police Directorate with all relevant papers and a detail and clear cut case history.
9. A monthly statement of pending pension cases along with reasons of pendency and steps taken to settle the cases should be sent to this office by every 10<sup>th</sup> of the next month. Family pension cases should also be settled expeditely and with proper attention. You are requested to look into the matter personally and peruse case on monthly basis.

These instructions are being issued as per order of Honorable DG & IGP, West Bengal.

(M.S. Poonia)  
Spl. Inspr. Genl. & Dy. Inspr. Genl. of Police  
Planning & Welfare, West Bengal

The procedure for processing of various pension matters at West Bengal Police Directorate

- 1) The pension and family pension matters of the Staff of West Bengal Police Directorate (both ministerial & executive, except IPS officers) who retired on superannuation / expired / retiring or voluntarily / pro-rata / invalid / compensation. Estt. Branch of WBPD issues notice and take necessary action for preparation of primary pension papers. Then Estt Branch sends the files to Welfare Branch to scrutiny, the pension papers in consultation of the Service Book of the Government employee, and to sanction of pension by the PSA i.e. IGP (O), WB. After all formalities Welfare Branch sends the proposal to the A.G., WB for Admissibility Reports and required Authorities. AG, WB issues PPO and Admissibility Reports, required Authorities and pensioner's copy of intimation letters. We send our file to the Estt Branch to take Admissibility Reports and required Authorities. AG, WB issues PPO and Admissibility Reports, required Authorities and pensioner's copy of intimation letters to Estt Branch to take necessary action and to serve pensioner's copy of intimation letter to the incumbent and incumbent then goes to the concerned Treasury Office / Bank of pension.
- 2) Family pension, to the wife/husband and minor son and daughter, matters of the Staff of West Bengal Police Directorate (both ministerial & executive, except IPS officers) who expired while on service also prepared by Estt Branch and similar action as (Sl No. 1) is done by the Welfare Branch.
- 3) Family pension to the **widowed/divorced/unmarried daughters** of the Staff of West Bengal Police Directorate (both ministerial & executive, except IPS officers) whose wife expired **after enjoying** the family pension are sent to the A.G., WB after taking all the formalities as per G.O.s
- 4) Family pension to the **widowed/divorced/unmarried daughters** of the Staff of West Bengal Police Directorate (both ministerial & executive, except IPS officers) whose wife expired **without enjoying** the family pension are sent to the Home (Police) Department, Government of West Bengal for sanction order and on receipt of G.O. the same along with pension papers and sent the A.G., WB.
- 5) Family pension of the **Handicapped son/daughter** of the Staff of West Bengal Police Directorate (both Ministerial & executive, except IPS officers) whose wife expired after enjoying the family pension are sent to the A.G., WB after taking all the formalities as per G.O.s
- 6) Family pension to the Government employees of all Dists/Bns/Units who are **missing while on service** are sent to the Home (Police) Department, Government of West Bengal for sanction order and on receipt of G.O. the same along with pension papers are sent the A.G., WB (Indemnity Bond and non-traceability certificate, Service book and other papers are required).
- 7) **Family pension to the pensioners**, of all Dists/Bns/Units, **who are missing** are sent to the Home (Police) Department, Government of West Bengal for sanction order and on receipt of G.O. the same along with pension papers are sent the A.G., WB (Indemnity Bond and non-traceability certificate, Service book and other papers are required).

- 8) Family pension to the **widowed/ divorced/unmarried daughter of all Dists / Bns / Units**, of Government employees who retired /\_expired before 01.06.1981 to 01.04.1965 and **who opted** family pension are dealt in Welfare Branch. (Service Book / non-traceability certificate of Service Book, PPO copy, Annexure-III, Annexure-II, Annexure-A, Photo, Descriptive Roll, Income certificate as per G.O., Application of the incumbent addressing to the head of office from where the Government employee retired, Death certificates, List of family pension, Identity proof are required). These proposals are sent to AG, WB if the family pensioners enjoy the family pension.
- 9) Family pension to the **widowed / divorced / unmarried daughters of all dists / Bns / Units**, of Government employees who retired / expired before 01.06.1981 to 01.04.1965 and who **opted out** from family pension are dealt in Welfare Branch. (Service Book / non-traceability certificate of Service Book, PPO copy, Annexure-III, Annexure-II, Annexure-A, Photo, Descriptive Roll, Income certificate as per G.O., Application of the incumbent addressing to the head of office from where the Government employee retired, Death certificates, List of family pension, Identity proof are required). These proposals are sent to Government for consider and for G.O.
- 10) The Government employees in the rank of **Dy. SP and similar rank** who retired/expired before 01.06.1981 to 01.04.1965 in such cases the family pension to the widowed / divorced / unmarried daughters of all Dists / Bns / Units are sent the Home (Police) Department, Government of West Bengal as the Home (Police) Department, Government of West Bengal is the PSA of such cases and Home (Police) Department, Government of West Bengal sends the proposal to AG, WB.
- 11) Ad-Hoc family pension are normally sent to the Finance Department, Pension Branch and the concerned District Magistrate as the case may be for taking necessary action.
- 12) Pro-Rata Pension are sent to the Government for sanction and them the same on receipt of sanction.
- 13) Family pension to the **widowed / divorced / unmarried daughters of all dists / Bns / Units**, of Government employees who retired / expired after 01.06.1981 and **who opted / opted out** family pension but **wife / husband predeceased** are dealt in Welfare Branch. (Service Book / non-traceability certificate of Service Book, PPO copy, Annexure-III, Annexure-II, Annexure-A, Photo, Descriptive Roll, Income certificate as per G.O., Application of the incumbent addressing to the head of office from where the Government employee retired, Death certificates, List of family pension, Identity proof are required). These proposals are sent to Home (Police) Department, Government of West Bengal for G.O. then the same is communicated to the concerned **Dists / Bns / Units**, with a request to move A.G., WB.
- 14) Any critical pension proposal of **all Dists / Bns / Units**.