



GOVERNMENT OF WEST BENGAL
Directorate of School Education
(Appointment Section)
Bikash Bhavan, 7th floor, Salt Lake, Kolkata- 91

Memo No. - 350 -Admn./2019
4A/39P/2019(Pt.-I)

Dated, Kolkata - 06-12, 2019

OFFICE MEMORANDUM

The state Government has introduced a modified procedure for application, process and disposal of the pension cases of the employees of Non-Government aided and Recognised Educational Institutions through e-pension vide SED, W.B. Memo No.- 62/SSE/17 & No.-64-SSE/17 Dated-17.04.2017. Keeping the order intact, an offline procedure for checking of pension related papers and service book is required in order to avoid delayed payment of pension cases and Court cases.

The following procedures are only for off-line preparatory work before going into online e-pension process. The time line at different levels are to be strictly followed so that the pension papers of teaching & non-teaching employees of Non-Government aided and Recognised Educational Institutions may be checked & verified by the P.S.A./District Inspector of Schools including clearance from the J.D.A or D.D.A or A.D.A before 36 months of superannuation .

1. The Head of the Institution i.e. Headmaster/Headmistress/Administrator/Teacher-in-Charge, as the case may be, for the Secondary Schools and Sub-Inspector of Schools (Circle) for Primary Schools shall maintain a Pension Register (auto generated from OSMS data base) as on 1st January of each year in the format showing name of the incumbent, designation, date of birth and date of superannuation of the employees under his/her control, who will retire within the next 48 months (4 years) and shall send a copy of the same to the Pension Sanctioning Authority (P.S.A.) i.e. District Inspector of Schools within 15th January of each year.
2. A notice shall be issued by the H.M/T.I.C/Administrator/SIS to the retiring employee 48 months in advance from the date of superannuation enclosing pension related papers & service book, self declaration forms for over drawal (if any) to be adjusted from monthly salary of the incumbent with the direction to submit the said papers along with other enclosures/documents 45 months advance from the date of superannuation.
3. On receipt of intimation from the H.M/T.I.C/Administrator/SIS, the retiring employee shall submit the required papers duly filled in to the H.M/T.I.C/Administrator/SIS not less than 45 months in advance from the date of his/her superannuation.
4. The H.M/T.I.C/Administrator/SIS shall have to record the necessary details such as Appointment Order, Approval of the Post and appointment, the subject or Group in which he/she was appointed (where

- necessary) Educational Qualifications in detail. In case of subsequent improvement i.e. after joining in the service, mention must be made of the last dates of all such examinations, verification of Pay & Service, Increments, Option to come under pension scheme, option under ROPA Rules, Pay Fixation Orders, statement of leave etc. and other necessary entries/certificates, as required as per rules, from time to time when such events take place in the Service Book of the Teaching and Non-teaching employees. Where such entries were not recorded when such event(s) took place, the necessary entry in the service book must be completed 42 months prior to the date of retirement of the employees.
5. The H.M/T.I.C/Administrator/SIS shall send pension related papers, Service Book along with other documents/ enclosures duly completed in all respect to the P.S.A. 42 months in advance from the date of superannuation.
 6. If after the pension related papers have been forwarded to the P.S.A., within the specified period, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the P.S.A.
 7. On receipt, the P.S.A. shall check the pension related papers and Service Book with reference to the required check list as per rule. She/he shall also give necessary certificates in the Service Book as per rule.
 8. The P.S.A. shall send the pension related papers and Service Book etc. to the J.D.A OR D.D.A OR A.D.A. for further examination 39 months prior to the date of superannuation.
 9. The J.D.A or D.D.A or A.D.A. shall scrutinise all the pension related papers including pay fixation, Service Book and Total Qualifying Service Period etc. with comments "Verified and found correct" if it is correct.
 10. The J.D.A or D.D.A or A.D.A. shall then return pension related papers, Service Books noting his specific objection, there to, if any, or otherwise recording the prescribed certificate as to the correctness of the case to the P.S.A. within a period of 2 months (from the receipt of the case) positively. Observation/objection, if any, shall preferably be made at a time covering all points and not on piece-meal basis, to avoid delay.
 11. After receiving back the pension related papers, if any observations/objection is made by the J.D.A or D.D.A or A.D.A., the P.S.A. shall promptly meet up the observations/objection. But in no case the P.S.A. shall take more than 2 months to meet up the observation/objections so raised.
 12. The H.M/T.I.C/Administrator/SIS shall promptly issue reply to any observation/objection made by the P.S.A./ J.D.A or D.D.A or A.D.A. in connection with the pension related papers within a period of one month to meet up the objection so raised.
 13. The retiring employee shall promptly issue reply to any observation/objection made by the P.S.A. / J.D.A or D.D.A or A.D.A. in connection with the disposal of any pension case in time. In no case, the retiring employee shall take more than 15 days to meet up the objection so raised.
 14. If the pension case is returned with objection, then after compliance with the objections raised, the P.S.A. shall send the case once again to the J.D.A or D.D.A or A.D.A. for verification. The J.D.A or D.D.A or A.D.A., after satisfaction, shall return the pension papers within one month (from the date of receipt) after verification and recording the prescribed certificate as to the correctness of the case. In no case, the pension papers shall be pending for more than 3 months (total) in the office of J.D.A or D.D.A or A.D.A.

15. The whole process including clearance from the J.D.A or D.D.A or A.D.A. shall be completed before 36 months of superannuation so that the overdrawal salary, if any, shall be adjusted from the monthly salary of the retiring employee. It shall be noted that overdrawal amount may either be refunded through Treasury Challan or adjusted from the monthly salary. Adjustment from monthly salary should not be more than 36 equal instalments and should not be more than 50% of gross monthly salary. If it is seen that the overdrawal amount could not be adjusted by following the above, then the remaining amount shall be adjusted from Gratuity. A consent letter must be taken in this regard from the retiring employee.

Failure to comply with the provisions as stated above by the concerned authorities shall be viewed seriously and may make such authorities liable for disciplinary action.



(Dr. Saumitra Mohan, IAS)
Commissioner of School Education
West Bengal

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Copy forwarded for information and necessary action to:

1. Principal Secretary, School Education Department, Govt. of West Bengal.
2. Director, Directorate of Pension, Provident Fund and Group Insurance, Purta Bhavan.
3. Director of Accounts, School Education Department, Govt. of West Bengal.
4. Joint Secretary (Elementary & Secondary), School Education Department, Govt. of West Bengal.
5. District Inspector of Schools (SE & PE) all districts



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