GOVERNMENT OF WEST BENGAL
Finance Department
Pension Branch
Writer's Buildings, Block-IV, 2nd Floor
Kolkata – 700 001

No. 40 F (Pen) **Dated Kolkata, the 2nd February, 2021**

MEMORANDUM

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

The revision of Pay and Allowances on the basis of recommendation of the Sixth Pay Commission has necessitated some modification in the existing *'Single Comprehensive Form'* introduced under Finance Department Memo No. 416-F (Pen) dated 09.08.2019.

2. After careful consideration of the matter and with due consultation with the office of the Principal Accountant General (A & E), West Bengal, the Governor has now been pleased to prescribe a modified *'Single Comprehensive Form'* which is enclosed. This Form will replace the existing Single Comprehensive Form introduced under Finance Department Memo No. 416-F (Pen) dated 09.08.2019.

3. All Pension Sanctioning Authorities under this Government will use this Form with immediate effect. Accordingly, all Departments / Directorates / Collectorates etc. are requested to circulate this form along with this Memo among all subordinate offices under their control.

4. Formal amendments to the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 will be made in due course.

Yours faithfully,
Sd/- S. K. Ghosh
O.S.D & Ex-Officio
Joint Secretary to the
Govt, of West Bengal

No. 416 / 1 (500 - F (Pen) **Dated Kolkata, the 2nd February, 2021**

Copy forwarded for information and necessary action to :-

1) The Accountnt General (A & E), West Bengal, Treasury Buildings, Kolkata 700 001.
2) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata 700 001
3) The .....
.....Deptt. / Dte.
4) The District Magistrate / District Judge .....
5) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. — He is requested to upload copy of this order in the Website of Finance Department.

2/2/2021
Deputy Secretary to the Govt. of West Bengal

SINGLE COMPREHENSIVE FORM

(As per Memo No. 40 F (Pen) dated 02.02.2021 Finance Department, Govt. of W.B.)

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

1	a	Name of the Govt. employee (IN BLOCK LETTERS)							
	b	HRMS ID							
	c	PAN							
	d	AADHAAR (Optional)							
	e	Name of the establishment last served/serving with full Address including Pin code and Telephone No. / FAX No/Mail Address.							
	f	Designation of the Government Employee							
	g	Employee Group (As per applicable ROPA)							
2	Date of Birth of Govt. employee (dd / mm / yyyy format)								
3	a	Nationality		Gender		Religion (Optional)		Blood Group	
	b	Marital Status	Single / Married						
	c	Name of the spouse							
4	Father's Name of the Govt. employee								
5	Mother's Name of Govt. employee								
6	Class of Pension applicable Superannuation / Family / Retiring / Invalid / Pro-rata / Compensation etc) in this case								
7	a	Whether a member of General Provident Fund (GPF)	Yes / No						
	b	If Yes, provide GPF Account No.							

Address of the Govt. employee :

8	a	Present	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	b	Permanent	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	c	Address for communication	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	d	Mobile No. of Pensioner (For SMS alert & OTP)				
	e	E-mail id of the Pensioner (Optional)				
9	a	Name of the recipient of family pension (IN BLOCK LETTERS)				
	b	Relationship with Govt. employee				
	c	Date of Birth (dd / mm / yyyy format)				
	d	AADHAAR (Optional)				
	e	Religion (Optional)		Gender	Male / Female / Transgender	
	f	Reason [In case 9 (a) above is not filled				

Address of the family pensioner (in case of death while in service / after retirement) :						
10	a	Present	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	b	Permanent	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	c	Address for communication	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	d	Mobile No. of Pensioner (For SMS alert & OTP)				
	e	E-mail id of the Pensioner (Optional)				

11	Name of the Treasury / Pay & Accounts Office through which Pension / Family Pension will be disbursed (State clearly the name of Treasury / Pay & Accounts Office with Unit No. i.e. I or II if payment is desired from any Treasuries / PAO under the Payment control of West Bengal)		Treasury / Pay & Accounts Office Name	
			Treasury / PAO Code	
12	a	Designation of PSA (Pension Sanctioning Authority)		
		PSA's code No.		
		Address of the PSA		
	b	Designation of the DDO in whose favour Gratuity / CVP Payment Authorities will be issued for drawal of claims (PSA may select any DDO other than the DDO attached with PSA for drawal of Gratuity / CVP) **Note-3 below***		
		DDO Code		
		DDO Attached with Treasury		
		Treasury Code		

Payment of pension is desired through a Public Sector Bank in Kolkata Municipal Corporation area / outside W.B? If So			
13	a	Name of the Bank & Branch (with B.S.R. Code No. of the Paying Branch as well as Link Branch)	
	b	Bank A/c. No. (in single name / joint name with spouse) (Enclose Annexure A in duplicate)	
	c	If payment of pensionary benefits are desired to be drawn outside West Bengal along with Name of the State as well as Name of Treasury / Bank	
14	a	Date of appointment	
	b	Date of commencement of Pensionable Service	
	c	Date of Retirement / Death (strike out whichever is not applicable)	

15	a	Status of the Govt. employee	(Temporary / Permanent)
	b	Whether work-charged employee	(Yes / No)
	c	Whether appointment was made on ad-hoc basis	Yes / No
	d	If 'Yes' then mention the Govt. Order by which service was subsequently regularized by Government	

16	a	Whether covered in WBHS / West Bengal Health for All employees and Pensioners Cashless Medical Treatment Scheme before retirement	Yes / No
	b	Whether the employee will be covered under WBHS / West Bengal Health for All employees and Pensioners Cashless Medical Treatment Scheme after retirement	Yes / No
17		Whether a member of Contributory Provident Fund (CPF), If so, quote CPF Account No.	
18		If a member of Contributory Provident Fund (CPF), whether the employer's share of CPF along with interest and additional interest accrued thereon has been credited to the Govt. Account (with full particulars including Challan No / Date and the period for which refund made)	
19		Pension Rules and relevant Govt. order applicable in this case	
20		Govt. under which service has been rendered (in order of employment showing the periods served under each govt.)	
21	a	Period of gross service	
	b	Period of war / military service, if any (Applicable if the period of service is to be considered for Gross Service Period calculation)	
	c	Details of period (s) of Service on deputation to Other Govt. undertakings / Autonomous bodies / Local bodies etc incl. Govt. of India, if any	

Sl. No	Organization	From (Date)	To (Date)	Remarks	Contribution Received (Yes / No)

	d	Amount and nature of Pension / Gratuity received for Military service	
	e	Whether opted for Family Pension on account of Military Service	
	f	Whether in receipt of any other Pension, if so, particulars and source from which it is being drawn.	
Non-qualifying service :			
22	a	EOL without medical certificate	
	b	Period of suspension not to be counted towards pension etc	
	c	Other non-qualifying service, if any	
23		Net qualifying service (Gross service minus non-qualifying service)	

24	Weightage of Service admissible, if any (Employees retired on or after 25/02/2009, the benefit of Weightage under Rule 27 of WBS (DCRB) Rules, 1971 is not applicable).		
25	Total service qualifying for pensionary benefits.		
	a	Last pay drawn + NPA, if any.	
	b	Level in Pay Matrix Last Pay drawn	
	c	Applicable ROPA	
	d	Proposed Superannuation Pension / Retiring Pension / Invalid Pension / Pro-rata Pension / Compensation Pension etc.	
	e	Proposed Retiring Gratuity / Death Gratuity	
	f	Proposed family pension, if applicable	
26	Date of which pensioner / family pensioner applied for		
27	a	Whether commutation of pension wanted?	Yes / No
	b	If so, amount / portion of pension to be commuted	
	c	Date on which application for commutation has been received by the pension sanctioning authority	
	d	Date from which pension / family pension is to commence	
		Proposed amount of Reduced Pension (in case of commutation applied and sanctioned)	
		Proposed amount of CVP (enclose application for commutation in prescribed form duly accepted by PSA)	
28	Descriptive Roll of the pensioner / family pensioner (Enclose descriptive roll in 3 separate sheets with the following information) :		
	(i)	Height	
	(ii)	Identification marks	

29 **Details of existing Family :**

Sl. No.	*Name(s)*	*Date of birth*	*Age*	*Relationship*	*Marital Status*	*Date of marriage*	*Whether Physically/ Mentally Challenged*

30	a	Whether nomination made for LTA pension / LTA Family Pension	
	b	If so, state the name of the nominee (enclose the nomination paper in duplicate)	
	c	If not, state the name(s) of the legal heir(s), his / her / their age, share payable and relationship with the deceased pensioner/family pensioner where LTA of pensionary benefits are payable.	
(For Death cases only)			
31	a	Whether nomination made for death-gratuity ?	Yes / No
	b	If so, state the name (s) of the nominee (s) his/her/their relationship with the Govt. employee and share payable	
		Enclose two sets (one in Service Book and other with pension papers) nomination for death gratuity duly counter signed by the Head of the Office in prescribed form in terms of Govt. of West Bengal Notification no. 963-F(Pen) dt. 7.11.2005	
	c	In absence of valid nomination, please state below the details of surviving family members as defined in Rule 7(1) (e) (1) of WBS (DCRB) 1971 (including adopted children) entitled to receive Death Gratuity.	

Statement of family members

Sl. No	*Name(s)*	*Date of birth*	*Age*	*Relationship*	*Marital Status*	*Date of marriage in case of married daughters included; if any*	*Whether Physically / Mentally Challenged*

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

32	Outstanding dues of the Govt. employee (**please always quote head of account to which the recovery to be credited).**			
			Amount (Rs)	**Head of Account**
	a	House Building Advance		
	b	Marriage & Illness Advance		
	c	Cycle / Scooter / Car Advance / Computer Advance		
	d	Festival Advance		
	e	Overdrawal of pay / allowances, if any, **with the Head of Account under which it is to be credited**		
	f	Any other outstanding dues **with Head of Account under which it is to be credited**		
33	a	Provisional Pension /Family Pension paid, if any (Please state the rate and the period for which sanctioned)		
	b	Provisional Gratuity / Death Gratuity paid, if any		
	b	Immediate relief paid, if any		
34	a	Whether the family pensioner is employed (widow/widower).	Yes / No	
	b	If 'Yes', mention the Employment details (Viz. Name of the Office, Post Held, Emoluments etc.)		
	c	HRMS ID (of Family Pensioner if available)		
	d	Whether the Family Pensioner is in receipt of any other Pension / Family Pension. If so, details thereof.	Treasury / Bank	
			Treasury Name	
			PPO Number	
35	Please state the name of legal guardian / natural guardian who will draw the share of pension / family pension / gratuity / death gratuity in favour of minors / mentally challenged pensioners. (Pl. furnish relevant document)			
36	State with details whether any vigilance case / court case / departmental or criminal proceedings is pending against the Govt. employee. If so, give details with supporting documents.			
37	Any other Remarks :			

38	The undersigned having satisfied himself / herself that the above particulars are true and that the service of the Govt. employee has been thoroughly satisfactory hereby orders the grant of the full pension / family pension, death-cum-retirement gratuity / service gratuity which may be accepted by the Accountant General as admissible under the rules. This order is subject to the condition that if the amount of pension / family pension and / or gratuity as authorized herein be afterwards found to be in excess of amounts to which the pensioner / family pensioner is entitled under the rules, he / she shall remain liable to refund such excess.

Dated:

Signature .....

Full Name .....

Designation of the Pension Sanctioning Authority .....

Note :-

1 The following documents are required to be submitted to the Office of the Accountant General (A&E), West Bengal, alongwith this form duly filled:-

a Service Book of the Govt. employee alongwith pay fixation statement under the relevant ROPA rules duly checked and verified by the Head of the Office.

b LPC /Statement of Outstanding dues/Annexure to 1315-F dated 14.10.1996 duly filled.

c Calculation Sheet for Qualifying Service, Pension, Gratuity and Family pension.

d Attested Passport size Joint Photograph / photograph and specimen signature / left hand thumb and finger impressions of the Pensioner / Family Pensioner / Legal guardian / Legal heirs (4 copies each).

e Death Certificate/Medical Certificate (in case of death / invalidation)

f Death certificate of the husband / Divorce certificate (in case of the family Pension to widowed/divorced daughter)

g Marriage Certificate (in case of family pension to Post-retiral Spouse / second marriage after the death of the first wife/husband)

h Guardianship certificate (in case of Payment of Family Pension / Share of death gratuity to minor/mentally challenged through legal guardian)

i Nomination under Arrears of Pension Nomination Rules, 1986 in duplicate in terms of G.O. No. 10885-F dated 24.10.1986 read with 1633-F dated 17.02.1989 and GO No. 9203-F dated 11.08.1989.

j One set of nomination for Death Gratuity duly counter signed by the Head of the Office in the prescribed form in terms of Govt. of West Bengal Notification no. 963-F (Pen) dated 07.11.2005 (only in Death cases).

k Application for commutation of pension in Prescribed Form duly signed by the PSA.

l Certificate to the effect that no case or appeal is pending in any court of Law against the drawal of pay in terms of GO No. 547-F (Pen) dated 12.04.1993.

m Application for family pension in Annexure II (in death cases / in case death after retirement)

n Application for pension in Form 5

o Copies of clearance certificates / correspondences if any, issued by AG(A&E), West Bengal for item nos. 33 (a), 33 (b) & 33 (c) of Single Comprehensive Form.

p Age proof certificate for payment of Family Pension in favour of minor.

q Family details of the Govt. employee including disabled child to be submitted by the pensioner/family pensioner under attestation of PSA

r Requisite certificate/ documents, if family Pension is allowed to physically crippled/ mentally disabled son or daughter and dependent parents is required.

s Copy of relevant office order of the competent authority regarding higher appointment along with mode of pay fixation/promotion /CS benefit / grade appointment etc.

t Income certificate in case of Family pension is allowed to widow / divorced / un-married daughter is required.

u Copy of enrollment certificate in case of enrollment under West Bengal Health Scheme, 2008

v Undertaking from the claimant regarding refund of any overpayment made in his / her favour (as per Proforma)

2 In case of payment is desired in outside West Bengal, this form may be submitted in duplicate.