

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
PENSION BRANCH
WRITERS' BUILDINGS
BLOCK NO.- IV, 2ND FLOOR
KOLKATA - 700 001**

No. 203-F(Pen)

Dated, Kolkata, the 15th March, 2024

MEMORANDUM

Subject: Standard operating procedure (SOP) for Ad-hoc family pension.

The simplification of procedures to regulate early disposal of Ad-hoc Family Pension cases has been under active consideration of the Government.

The Governor is now pleased to lay down the following standard operating procedure to be followed by various authorities for settlement of Ad-hoc family pension claims of family pensioners of deceased Government employees.

A. Procedure to be followed by the claimant

The claimant shall apply to the office where the deceased Govt. employee was last serving. The claimant shall submit as enclosure the following documents:

(a) In case of Ad-hoc Family Pension claimed by the spouse:

- I. Marriage Registration Certificate/documents relating to service record etc.
- II. Annexure A & B in terms of G.O. No. 11585-F dated 19.10.1987.
- III. Attested copy of Aadhaar Card, Voter Card and PAN Card.
- IV. Recent Passport Size Photograph, Specimen Signature, Annexure 'A', Bank details and Descriptive Roll duly attested. (four copy each)
- V. An original affidavit made by the claimant, before Ld. 1st Class Magistrate to the effect that there is no other recipient of family pension, other than the claimant.
- VI. Death certificate of the deceased employee.
- VII. Attested copy of P.P.O. of the deceased Govt. employee.

(b) In case of Ad-hoc Family Pension claimed by unmarried / divorced / widowed daughters of the deceased employee:

- I. Annexure X & Y in terms of G.O. No. 740-F(Pen) dated 12.11.2008.
- II. Attested copy of Aadhaar Card, Voter Card and PAN Card.
- III. An original current income Certificate from a Group A Officer.
- IV. Recent Passport Size Photograph, Specimen Signature, Annexure 'A', Bank details and Descriptive Roll duly attested. (four copy each)
- V. An original affidavit made by the claimant, before Ld. 1st Class Magistrate to the effect that there is no other recipient of family pension, e.g. minor son/daughter, physically handicapped son/daughter in the family, other than her.
- VI. Attested copy of P.P.O. of the deceased Govt. employee/deceased family pensioner.
- VII. Death certificate of father & mother of the claimant.
- VIII. Death certificate of the husband, in case of the widowed daughter.
- IX. Attested copy of the decree of divorce, in case of divorced daughter.

B. Procedure to be followed by the Head of Office

If any reference of P.P.O./Bank details is readily available to show that the deceased pensioner was getting regular pension and the authenticity of the PPO is established, no further need of verification of PPO is required and the Head of Office (HoO) shall forward the case to the PSA not later than 14 days from the date of receipt of the claim.

If not,

The family pension case may be taken up with the Pr. A.G.(A&E), W.B. for the purpose of verification of P.P.O. **within 2 weeks** and verification of PPO is to be done from the end of the Pr. A.G.(A&E), W.B.

within 3 weeks and if verified to be OK by the Pr. AG(A&E), the HoO shall forward the case to the PSA.

C. Procedure to be followed by the PSA

The PSA, on receipt of the furnished documents from the HoO, shall examine the case and after being satisfied will issue a sanction order in favour of the claimant **within 2 weeks** of receipt of the same from the Head of Office. Thereafter the matter shall be forwarded to the Principal Accountant General (A&E), West Bengal.

D. Procedure to be followed by the Pr. A.G.(A&E), WB

The Pr. A.G.(A&E), WB, shall process the claim of ad hoc family pension and issue Family Pension Payment Order (FPPO) in favour of the claimant subject to the fulfilment of necessary criteria.

Sd/-

(Dr. Manoj Pant)

Additional Chief Secretary
to the Govt of West Bengal

No. 203/1(12)-F(Pen)

Dated, Kolkata, the 15th March, 2024

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata 700 001.
2. The Additional Chief Secretary to the Governor of West Bengal, Raj Bhaban, Kolkata.
3. The Additional Chief Secretary/Principal Secretary/Secretary,.....Department, Government of West Bengal.
4. The Commissioner, Division.
5. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
6. The District Magistrate/District Judge/Superintendent of Police -----
7. The Sub-Divisional officer -----
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata-700 012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Jawarhar Building, Kolkata - 700 012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, Subhanna, DF Block, Sector-I, Kolkata - 700 064.
11. The Treasury Officer,
12. Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this order in the Finance Department's Website.

Additional Secretary
to the Govt. of West Bengal