

Government of West Bengal
Department of Higher Education
Social Education Branch
Bikash Bhavan, 6th Floor, Block-DF, Sector-I
Salt Lake, Kolkata - 700 091

No. 114-EH/SE/1P-02/2024

Dated, Kolkata, the 4th June, 2025

MEMORANDUM

Subject: Revision of Pension/ Family Pension, Gratuity and Commutation of Pension in respect of the regular employees, who retired after 01.01.2018, of the Institute of Historical Studies under the Social Education Branch of the Department of Higher Education.

The undersigned is directed to say that the employees of the Institute of Historical Studies came under the Institute of Historical Studies (Death-cum-Retirement Benefit) Scheme, 2018 w.e.f. 01.01.2018 in terms of G.O. No.87-Edn(H/SE)/5P-05/12 dated 13.06.2018. On revision of Pay & Allowances of the employees of the Institute of Historical Studies in G.O. No.:59-HED-21014(11)/1/2021-SE SEC Dept. of HE dated 15.02.2021, it has become necessary to revise rules relating to the pensionary benefits of the employees of the Institute of Historical Studies. The undersigned is directed by order of the Governor to say that the Governor has been pleased to revise the pension/ family pension of the employees of the Institute of Historical Studies notionally w.e.f. 01.01.2018 with actual effect from 01.01.2020 in the manner as indicated below:-

A. Pension:

- (i) An employee of the Institute of Historical Studies retiring in accordance with provisions of the Institute of Historical Studies (Death-cum-Retirement Benefit) Scheme, 2018 and before completion of minimum qualifying service of ten years shall not be entitled to pension but he/ she shall continue to be entitled to Gratuity.
- (ii) Pension shall be paid at the rate of 50% of the last Basic Pay drawn by the employees who have rendered a minimum qualifying service of 20 years and proportionate reduction shall be made for the employees who have rendered qualifying service of 10 years or more but less than 20 years at the time of retirement.
- (iii) The existing maximum amount of pension shall be raised to Rs.1,00,500/- (Rupees: one lakh five hundred only) per month.
- (iv) The existing minimum amount of monthly pension/ family pension shall be raised to Rs.8,500/- (Rupees: eight thousand and five hundred only).

B. Family Pension

- (i) The Family Pension shall be calculated @30% of the basic pay drawn last actually or notionally under revised pay coming into force for the employees of the Institute of Historical Studies in the G.O. No. 59-HED-21014(11)/1/2021-SE SEC Dept. of HE dated 15.02.2021.
- (ii) The maximum ceiling of family pension shall be raised to Rs.60,300/- (Rupees: sixty thousand three hundred only) per month at normal rate. However, the existing provision for calculation of family pension at enhanced rate for a specific period will continue.

C. Quantum of Additional Pension/ Additional Family Pension

The quantum of pension / family available to the old pensioners/ family pensioners shall be increased as follows:-

Age of Pensioners	Additional Quantum of Pension/ Family Pension
From 80 years to less than 85 years	20% of revised basic pension/ family pension
From 85 years to less than 90 years	30% of revised basic pension/ family pension
From 90 years to less than 95 years	40% of revised basic pension/ family pension
From 95 years to less than 100 years	50% of revised basic pension/ family pension
100 years or more	100% of revised basic pension/ family pension

D. Gratuity

Maximum ceiling of Death/ Retiring Gratuity shall be raised to Rs.8,00,000/-.

The rates for payment of death gratuity shall be revised as under:-

Length of Qualifying Service	Rate of Death Gratuity
Less than 1 (one) year	2 times of last drawn monthly emoluments
1 (one) year or more but less than 5 (five) years	6 times of last drawn monthly emoluments
5(five) years or more but less than 11(eleven) years	12 times of last drawn monthly emoluments
11(eleven) years or more but less than 20(twenty) years	20 times of last drawn monthly emoluments
20(twenty) years or more	Half of the last drawn monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of last drawn monthly emoluments.

E. Commutation of Pension

- An employee of the Institute of Historical Studies is entitled to commute for a lump sum payment up to 40% of his/ her pension.
- The table showing commutation value for pension is given in Annexure IV.
- The table as given in Annexure IV will be used for all commutations of pensions which becomes absolute as per this order.

F. The employees of the Institute of Historical Studies who retired during the period from 01.01.2018 to 31.12.2019 are also entitled to have their pensionary benefits revised notionally in terms of ROPA Rules, 2019 for the period prior to 31.12.2019. But actual payment for the revision shall be effective from 01.01.2020. Similarly, those employees who commuted their pension earlier, shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay on implementation of the recommendation of the Pay Commission. In such cases revised table of commutation value of pension shall be used.

G. Modalities for sanction and disbursement of Revised Pension/family Pension/Gratuity/Commuted Value of Pension of Post-01.01.2016 Pensioners:

- (a) The Pension Sanctioning Authority (PSA) will sanction Revised Pension/ Family Pension, balance amount of Revised Death/ Retiring Gratuity and Commuted Value of Pension in Annexure II/ Annexure III, as the case may be, and send the same to the DPPG, West Bengal for issuance of Revised PPO with copy to the Pension Disbursing Treasury/ Public Sector Banks in Kolkata for disbursement of Revised Pension/ Family Pension.
- (b) On the basis of the Revised PPO issued by the DPPG, WB, the Pension Disbursing Authority shall disburse the balance amount of Revised Retiring/ Death Gratuity and Additional Commuted Value of Pension.
- (c) Revised Amount of Pension/ Family Pension already paid provisionally, if any, by the Pension Disbursing Authority w.e.f. 01.01.2020 as per Annexure – II/ III shall have to be adjusted with the final Revised Basic Pension/ Family Pension as per Revised PPO issued by the DPPG, WB. Overpayment, if any, already made shall have to be adjusted accordingly.
- (d) Pension Disbursing Authority, after making payment of Additional Commuted Value of Pension on the basis of Revised PPO, issued by the DPPG, WB, shall start deducting the 'Amount Commuted Additionally' w.e.f. the 1st date of the month in which such Additional Commuted Value of Pension will be paid to the Pensioner.
- (e) The effective date for calculating the commuted value of additional commutation shall be considered the date on which the pensioner had already opted for commutation during retirement i.e. the age reckoned for calculation of Commuted Value of Pension at the time of original application.
- (f) The Pensioners who want to commute for the first time after coming into Revised Pay Structure as per ROPA Rules, 2019 w.e.f. 01.01.2020 shall also be eligible to commute a part of the Revised Basic Pension subject to maximum 40%. In their case Commutation value expressed as number of years purchase for the age as on next birthday on or after 01.01.2020 shall be taken into account.
- (g) The DPPG, WB shall ensure that Revised PPOs are issued preferably within 30 (thirty) working days from the date of receipt of sanction in Annexure II/ III from the Pension Sanctioning Authority. Similarly, Pension Disbursing Treasuries/ Public Sector Banks in Kolkata shall ensure disbursement of balance amount of Revised Gratuity and Additional Commuted Value of Pension within 15 (fifteen) working days from the date of receipt of Revised PPO from the DPPG, WB and start deducting the 'Additional Amount of Commutation' as stated at (d) above.
2. The Pensioners/ Family Pensioners of the Institute of Historical Studies shall be paid relief and other allowances, if any, at the rate prescribed by the State Government from time to time.
3. The relevant rules of the Institute of Historical Studies (Death-cum-Retirement Benefit) Scheme, 2018 shall be deemed to have been amended to the extent indicated in this order. Formal amendment in the said rules will be made in due course.
4. The charge involved for payment of pension including family pension-cum-gratuity will be debited to the head of a/c. "2071-Pension & Other Retirement Benefits-X-Pensions to Employees of State Aided Educational Institutions-Pensions to Employees of Colleges-Pension".
5. This order issues with the concurrence of the Finance Department, Pension Branch vide their U.O. No. **Pension/2025-2026/0051 dated 28/05/2025.**
6. The Accountant General, West Bengal, the Director of Pension, Provident Fund and Group Insurance, West Bengal and other concerned are being informed.

By Order of the Governor,



**Deputy Secretary
to the Govt. of West Bengal**

No. 114/1(10)-EH/SE/1P - 02/2024

Dated, Kolkata, the 4th June, 2025

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E), West Bengal;
2. The DPPG, West Bengal;
3. The Director of Treasuries, 4, B.B.D. Bag, Stephen House, Kolkata - 700 001;
4. The Director of Public Instructions, West Bengal;
5. The Joint Director of Public Instructions (NGC), West Bengal;
6. The Finance Department of this Government;
7. The Director, the Institute of Historical Studies;
- ✓ 8. The IT Cell, Higher Education Department of this Government; *for uploading*
9. The Guard File;
10. Office Copy.


Deputy Secretary
to the Govt. of West Bengal

To _____
The _____

Address of Pension Sanctioning Authority:

Sub: Application for Revision of Pension, Family Pension, Gratuity and Commuted Value of Pension.

1.	(a)	Name of the Pensioner/Family Pensioner (in Block Letters)	
	(b)	Name of deceased Employee (in case of family pension)	
	(c)	Relationship (in case of family pension)	
2.	Residential Address with PIN Code (in Block Letters)		
3.	(a)	Pension Disbursing Authority (Treasury/Bank)	
	(b)	Name of Treasury (if pension is drawn through Treasury at present)	
	(c)	Name of the Bank with address (where Pension/Family Pension is drawn through Public Sector Bank in Kolkata Municipal Corporation Area)	
	(d)	Branch Code No	
	(e)	Bank Account No	
	(f)	IFSC Code	
4.	Pension Payment Order (PPO) No		
5.	Date of birth of the Pensioner/Family Pensioner		
6.	Date if Option to come under Revised Pay Structure as per ROPA, 2019		
7.	(a)	Date of Retirement of the Pensioner	
	(b)	Date of death of employee in case of Family Pension	
8.	(a)	Band Pay Scale and Grade Pay of the post held at the time of retirement/death	
	(b)	Last Basic Pay (Band Pay + Grade Pay) at the time of retirement/death	
	(c)	HRMS ID (if available) of the employee	
9.	(a)	Amount of Pension Sanctioned as per ROPA, 2009	
	(b)	Amount of portion of pension already commuted	
	(c)	Amount of Retiring/Death Gratuity Sanctioned	
10.	(a)	Name of the office with address and Department from which retired	
	(b)	Designation of the post at the time of retirement	
11.	(a)	Additional Commutation of Pension is required	
	(b)	If YES, Please mention the revised commuted amount or Percentage (maximum 40%)	
12.	Mobile No		

The copy of the original Pension Payment Order (self attested) along with a copy of cancelled cheque is enclosed.

Date: _____ Signature of the retired employee/ Family Pensioner

To
The DPPG, WB

Subject: Sanction of Revised Pension, Gratuity and Commuted Value of Pension as per ROPA-2019 in terms of Memo. No. 114-EH/SE/1P - 02/2024 Dated, Kolkata, the 4th June, 2025.

1.	Pension Payment Order (PPO) No		
2.	Name of the Pensioner		
3.	Date of Retirement		
4.	Designation of the employee at the time of retirement		
5.	(a)	Last Basic Pay(Band Pay + Grade Pay) as per ROPA, 2009 on the date of retirement	
	(b)	Scale of Pay as per ROPA, 2009	
	(c)	Non-Practicing Allowance (NPA), if any	
	(d)	Dearness Allowance @75% on NPA	
6.	HRMS ID (if available)		
7.	Mobile No. of the Pensioner		
8.	Date of option to come under revised pay structure		
9.	(a)	Basic Pay (BP+GP) as per ROPA, 2009 on the date of option	
	(b)	Amount arrived at by multiplying the Basic Pay drawn as per ROPA, 2009 on the date of option by 2.57 & rounded off to nearest rupee [9(a)x2.57]	
	(c)	Revised Basic Pay fixed as per ROPA Rules, 2019[{9(b)+5(d)} after placing it into the applicable level of Pay Matrix] on the date of option	
	(d)	Revised Last Basic Pay as per ROPA, 2019 on the date of retirement	
	(e)	Pay Range in Pay Matrix as per ROPA Rules, 2019	*
10.	(a)	Revised Basic Pension w.e.f. 01.01.2020	
	(b)	Revised Family Pension at Enhanced Rate (EFP)	
	(c)	Family Pension at Enhanced Rate (EFP) payable upto	/...../.....
	(d)	Revised Family Pension at Normal Rate (NFP)	
11.	(a)	Revised Gratuity Admissible	
	(b)	Gratuity already Paid	
	(c)	Balance of Gratuity Sanctioned [11(a) - 11(b)]	
12.	(a)	Total Amount of Commutation (Maximum 40% of Revised Basic Pension)	
	(b)	Pension already commuted	
	(c)	Amount of pension further commuted [12(a) - 12(b)]	
	(d)	Amount of balance Commutation Value of Pension sanctioned	
13.	Revised Reduced Pension after commutation w.e.f. 01.01.2020 [10(a) - 12(b) - 12(c)]		
14.	Qualifying Service of the employee		
15.	(a)	Pension drawn through	Treasury/ Bank
	(b)	If drawn through Treasury, Name of the Treasury	
	(c)	If drawn through Bank in KMC area, Name of the Bank	

**** The attested copy of the original Pension Payment Order is enclosed.**

Signature of Pension Sanctioning Authority
Designation
Date

Memo. No.

Dated, Kolkata, the

Copy forwarded for information to:-

1. Treasury Officer, Treasury/ Bank Manager, with request to start the disbursement of Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from the DPPG, WB.
2. Shri/ Smt.,

Signature of Pension Sanctioning Authority

To
The DPPG, WB

Subject: Sanction of Revised Family Pension, Death Gratuity as per ROPA-2019 in terms of Memo. No. 14-EH/SE/1P - 02/2024 Dated, Kolkata, the 4th June, 2025.

1.	Family Pension Payment Order (PPO) No.		
2.	Name of the deceased Employee		
3.	Designation of the deceased Employee		
4.	Date of death of the employee		
5.	Name of Family Pensioner		
6.	Date of birth of family pensioner		
7.	Relationship with the deceased employee		
8.	Mobile no. of Family Pensioner (optional)		
9.	(a)	Basic Pay(Band Pay + Grade Pay) as per ROPA, 2009 on the date of death of the employee	
	(b)	Scale of Pay as per ROPA, 2009	
	(c)	Non-Practicing Allowance (NPA), if any	
	(d)	Dearness Allowance @75% On NPA	
10.	HRMS ID of the deceased employee (if available)		
11.	(a)	Pay fixed in the light of Note-1 below Rule-6 of WBS(ROPA) Rules, 2019 or the date immediately before the date, the employee expired	
	(b)	Pay range in Pay Matrix as per ROPA, Rules 2019	
12.	(a)	Revised Family Pension at Enhanced Rate(EFP)	
	(b)	Family Pension at Enhanced Rate (EFP) payable up to	
	(c)	Revised Family Pension at Normal Rate (NFP)	
13.	(a)	Revised Death Gratuity	
	(b)	Death Gratuity already paid	
	(c)	Balance of Death Gratuity Sanctioned [13(a) - 13(b)]	
14.	Qualifying Service of the deceased Employee		
15.	(a)	Pension drawn through	Treasury/ Bank
	(b)	If drawn through Treasury, name of the Treasury	
	(c)	If drawn through Bank in KMC area, name of the bank	

**** The attested copy of the original Pension Payment Order is enclosed.**

Signature of Pension Sanctioning Authority

Designation

Date

Memo. No.

Dated, Kolkata, the

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2. Shri/ Smt.

Signature of Pension Sanctioning Authority

REVISED COMMUTATION VALUE FOR A PENSION of Rs.1 PER ANNUM

Age on next birthday	Commutation Value expressed as number of year's purchase	Age on next birthday	Commutation Value expressed as number of year's purchase	Age on next birthday	Commutation Value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		