

GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
INTEGRATED LAW CELL
BIKASH BHAVAN, SALT LAKE,
KOLKATA-700 091

No. 267L-DPI-14012/1/2024-OFFCR(DPI)-DP

Date: 26-09-2024

MEMORANDUM

SUBJECT:-Standard Operating Procedure relating to pension cases of ex-employees of Government Aided Colleges and ex- employees of Day Students' Home under Higher Education Department.

WHEREAS, Hon'ble Supreme Court in judgment dated 17.03.2023 passed in connection with CIVIL APPEAL NO. OF 2023 (Arising out of Special Leave Petition (Civil) No. /2023 Diary No.15448 /2020) R. SUNDARAM versus THE TAMIL NADU STATE LEVEL SCRUTINY COMMITTEE & ORS. Observed that the right to pensionary benefit is a constitutional right and as such cannot be taken away without proper justification - the grant of pensionary benefits is not a bounty, but a right of the employee, and as such cannot be denied without proper justification.

AND WHEREAS, State Government is committed towards effective and timely disposal of pension cases of ex-employees of Government Aided Colleges and ex-employees of Day Students' Home;

AND WHEREAS, there are instances where State Government had to pay interest for delayed payment of pension in compliance with the judicial order which causes burden on the State Exchequer;

NOW THEREFORE ,in exercise of the power under section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, the Governor has been pleased to formulate Standard Operating Procedure(SOP)for effective and timely disposal of Pension cases in Government Aided Colleges and Day Students' Home in the following manner:-

SL No	ACTION	ACTION TO BE TAKEN BY	TIME FRAME
1.	Employee to submit prayer to the principal	12 Months before Date of Superannuation	
2.	College to prepare employee profile and submit the same in e-pension portal	11 Months before Date of Superannuation	Within 1 Month by the College Authority
3.	DPI Office to approve the employee profile in e-pension portal	10 Months before Date of Superannuation	Within 1 Month by the O/o of DPI, WB
4.	College to download 20 papers & prepare the pension papers, and submit the pension paper + Original Service Book and also submit e-pension booklet in e-pension portal.	8 Months before Date of Superannuation	Within 2 Months by the College Authority
5.	DPI Office to process and submit the pension papers to the AG, WB:- a) In normal cases: b) In case of Objections, Litigation and other problems:	5 Months before Date of Superannuation 3 Months before Date of Superannuation	Within 3 Months by the O/o of DPI, WB Within 5 Months by the O/o of DPI, WB

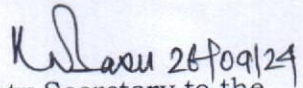
If the College Authority fails to comply with the above mentioned direction, appropriate action will be taken in accordance with the West Bengal Universities and Colleges (Administration & Regulation) Act, 2017 and the West Bengal Universities (Control of Expenditure) Act, 1976, as the case may be.

This issues with the approval of the Competent Authority.

By order of the Governor
K. L. Sanyal 24/09/24
 Deputy Secretary to the
 Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General(A&E), West Bengal, Treasury Building, 2, Government Place (West), BBD Bag, Kolkata-700001;
2. The P.S. to the Additional Chief Secretary, Finance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102;
3. The Director of Public Instruction, West Bengal, Bikash Bhaban, Kolkata-700091;
4. The Pay & Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Hyde Lane, Kolkata-700012;
5. The Pay & Accounts Officer, Kolkata Pay and Accounts Office-II, P-I, Hyde Lane, Johar Building, Kolkata-700073;
6. The Pay & Accounts Officer, Kolkata Pay and Accounts Office-III, SUBHANNA, SGO Complex, Plot No. 9, DF Block, Kolkata-700064;
7. The Director of Treasuries & Accounts, Mitra Building, 3rd Floor, 8, Lyons range, Kolkata-700001;
8. The Director of Pension, Provident Fund & Group Insurance(DPPG), Purta Bhaban, 2nd Floor, Salt Lake, Kolkata-700091;
9. The OSD & Ex-officio Senior Special secretary(Law), Higher Education Department;
10. The Senior Special Secretary, University Branch, Higher Education Department;
11. The Senior Special Secretary, College Sponsored Branch, Higher Education Department;
12. The Private secretary to Hon'ble Minister-in-Charge, Higher Education Department;
13. The Sr. P.S. to Principal Secretary, Higher Education Department;
14. The Senior Special Secretary, IT Cell of this Department with a request to upload the Notification in the official Website of this department;
15. Office copy.


Deputy Secretary to the
Government of West Bengal