

**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, 6th Floor,
Salt Lake, Kolkata-700091**

No. 971 -Edn(CS)/ 5P-12/2026

Date: 17th Aug, 2026

Memorandum

Subject: - Standard Operating Procedure (SOP) for Counting of Past Service towards Pensionary Benefit only in respect of the employees of the Govt. aided Colleges of West Bengal from Other Govt. aided Colleges of West Bengal.

Whereas formulation of a Standard Operating Procedure (SOP) for counting of past service in respect of employees of Govt. aided Colleges has been under the consideration of the State Govt. for some time past;

And whereas, presently the counting of past service towards pensionary benefit i.r.o employees of Govt. aided Colleges is done **following the format in Annexure – P of Order No. 249-F (Pen) dated 27.05.2019 as applicable in case of Govt. employees. In no cases employment in Private Organization can be counted for pensionary benefits;**

And whereas as per extant provisions and guidelines in Para-7 of the West Bengal Govt. aided College teachers' DCRB Scheme issued vide No. 1097-Edn (CS) dated 31.05.1978 read with No. 2383-Edn (CS) dt. 25.11.1991 and the West Bengal Non-Govt. College Employees and Day Students' Home Employees DCRB Scheme issued vide No. 1955-Edn (CS) dated 23.12.1981 read with No. 2384-Edn (CS) dt. 25.11.1991 and as approved by Finance Department (Pension Branch) vide U.O No. Pension/2026-2027/0054 dated 09.06.2026; henceforth the Higher Education Department be entrusted with taking necessary steps towards disposal of the 'Past Service counting matters' for pensionary benefits only in respect of the **employees** (teaching and non-teaching) under **the above mentioned DCRB Schemes**. However, the issue of pay protection is to be taken up with Group P1 of the Finance Department as usual **as per extant provisions;**

And whereas for consideration of the Past Service counting cases and subsequent approval, all the Govt. aided Colleges are to refer such cases to this Department through the concerned Directorate;

Now, the Governor is pleased to lay down the following Standard Operating Procedure (SOP) with the objective of establishing a simplified procedure for processing cases related to the counting of past service :-

A. Procedure to be followed by the Incumbent:

The incumbent, upon being **confirmed in the present service**, shall apply to the **College Authority** with the following documents:

1. **Application** for counting of past service on plain paper with detailed address for further communication.
2. **Annexure 'S'** duly filled-in as appended to this SOP.
3. Incumbent needs to submit attested copies of all the supporting documents as mentioned in Annexure S.

4. All PF/GPF/CPF related particulars. In case of transfer of PF/GPF proper documentary evidence required to be produced.
5. The incumbent must mention the proper pension rules/scheme applicable for past & present services.
6. Normal transfer from one school/college to another will be treated as one service. Incumbent is hereby advised to fill up the Annexure S accordingly.

B. Procedure to be followed by the College Authorities:

The College Authority will examine the documents submitted by the incumbent and forward the same to the concerned Directorate with the following additional documents:

1. Original Service Books of past and present services with up-to-date entries and up-to-date service verification done by the competent authority with signature, date and official seal.
2. All pages of the filled in Annexure 'S' duly **signed** with date and official seal by the Governing Body President / Administrator in case of Principal of the college or Principal/Vice-Principal/Teacher-in-Charge in case of other employees of the college.

C. Procedure to be followed by the Directorate:

The Director of Public Instruction, WB /Officer entrusted by the DPI, WB will examine the documents submitted by the College Authorities and if the documents are in order the same may be forwarded to this Department with proper authentication of all the pages of **Annexure 'S'**.

D. Function of this Department:

- (a) This Department shall examine **whether** i) the previous service was continuous and uninterrupted, ii) present service is confirmed, iii) resignation from previous service is technical i.e. whether the incumbent applied through proper channel to appear in the recruitment Examination for next service and whether the competent authority accorded permission to appear for the same, iv) covered under C.P.F./G.P.F. [If previous service is covered under C.P.F., whether C.P.F. (employer's share) along with interest, as applicable, had been transferred to the office of next service in the Govt. Exchequer with prior permission of the Finance Department, Pension Branch and if previous service is covered under G.P.F., whether G.P.F. amount had been transferred to the office of next service], v) all other conditions as stipulated in Annexure-"S" have been fulfilled.

- (b) The Head of this Department has been entrusted with the authority towards approval of the cases related to Counting of Past Service in respect of the Employees under the said DCRB Schemes towards pensionary benefits only.

E. The following cases may be forwarded to Finance Department, Pension Branch for necessary views/concurrence:

1. In cases where there is any contravention of the extant provisions in the said DCRB Schemes or **discussion in materials on record.**
2. If in any of the previous services, an employee was under CPF scheme/ **NPS Scheme/ UPS Scheme.**
3. If there is any unauthorized absence of any employee which make difficulties in calculating the qualifying service
4. If any departmental or judicial proceeding was there against the incumbent for a specific period

of time.

5. In all other cases, where the employees of State/Central Government or Undertakings/Corporations/Autonomous Bodies/Statutory Bodies/Semi Govt. organizations /Board etc. of State/Central Government etc. who subsequently joined services under the said DCRB Schemes.
6. In cases, where there is issue of deposition of Pro-rata pension and Pro-rata Gratuity along with interest.

This order is issued with the concurrence of Finance Department, Pension Branch, vide their U.O. No Pension/2026-2027/0094 dated 14.08.2026 read with U.O. No Pension/2026-2027/0054 dated 09.06.2026 and shall take immediate effect.

Sd/-

Deputy Secretary
to the Govt. of West Bengal

No. 971/1(11) -Edn (CS)/ 5P-12/2026

Date: 17th Aug, 2026

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Building, Kolkata-700001.
2. Special Commissioner, College Sponsored Branch, Higher Education Department.
3. The Director of Public Instruction, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700091. She is requested to disseminate this memorandum among all the institutions under her administrative control.
4. Special Secretary, Finance Department, Pension Branch.
5. OSD & E.O. Additional Secretary, Finance Department, Pension Branch.
6. FA & E.O. Additional Secretary, Higher Education Department
7. Additional Secretary, College Sponsored Branch, Higher Education Department
8. The Private Secretary to the HMIC, Higher Education Department.
9. The Sr. P.S. to the Additional Chief Secretary, Higher Education Department.
- ✓ 10. IT Cell, with a request to upload in the Department's Website.
11. Office Copy.

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Deputy Secretary

to the Govt. of West Bengal

ANNEXURE – S

(In line with Annexure – P of 249-F (Pen) dated 27.05.2019)

**PROFORMA REPORT TO BE FILLED UP BY THE HIGHER EDUCATION DIRECTORATE
FOR CONSIDERING COUNTING OF PAST SERVICE OF THE INCUMBENTS FROM GOVERNMENT-AIDED
COLLEGES****PART- I**

			Documentary evidence under C.P. No.
i	Name of the Incumbent		
ii	Date of Birth		
iii	Present post (Designation)		

DETAILS OF PRESENT SERVICE

			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
ii	Appointing authority		
iii	Joined in the post of (Designation)		
iv	Date of Joining		

v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation in the present post	Yes / No	
		Order/Resolution No.:	
		Date:	
viii	Whether covered under C.P.F./G.P.F/P.F	Yes / No	
ix	Pension Rules/Scheme applicable		

Authenticated by President, Governing Body/ Administrator/Principal/
Vice-Principal/Teacher-in-Charge of the College with seal and date

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

DETAILS OF 1ST SERVICE

Name of the Incumbent :		Documentary evidence under C.P. No.	
i	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
ii	Appointing authority		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation	Order/Resolution No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	
		Date:	
xii	Whether allowed lien in the post of 1st service	Yes / No	

		Order/Resolution No.:	
		Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.:	
		Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 2nd service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No	
		Order/Resolution No.:	
		Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F or P.F. amount had been transferred to the office of 2nd service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 2nd service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

Authenticated by President, Governing Body/ Administrator/Principal/
Vice-Principal/Teacher-in-Charge of the College with seal and date

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

PLEASE TICK IN THE APPROPRIATE BOX

DETAILS OF 1ST SERVICE (ON TRANSFER) (if any) ☐DETAILS OF 2ND SERVICE (IGNORE IF PRESENT SERVICE IS THE 2ND SERVICE) ☐

Name of the Incumbent :		Documentary evidence under C.P. No.	
i	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization		
ii	Appointing authority/Head of Office		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order No.:	
		Date:	
vii	Date of Confirmation	Order No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	
		Date:	

xii	Whether allowed lien in the post of 2nd service	Yes / No Order/Resolution No.: Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.: Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 3rd service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No Order/Resolution No.: Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F. or P.F amount had been transferred to the office of 3rd service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 3rd service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

Authenticated by President, Governing Body/ Administrator/Principal/
Vice-Principal/Teacher-in-Charge of the College with seal and date

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

PLEASE TICK IN THE APPROPRIATE BOX

DETAILS OF 1ST SERVICE (ON TRANSFER) (if any)☐DETAILS OF 2ND SERVICE (ON TRANSFER) (if any)☐DETAILS OF 3RD SERVICE (IGNORE IF PRESENT SERVICE IS THE 3RD SERVICE)☐

Name of the Incumbent:		Documentary evidence under C.P. No.	
i	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization		
ii	Appointing authority/Head of Office		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation	Order/Resolution No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	

		Date:	
xii	Whether allowed lien in the post of 3rd service	Yes / No	
		Order/Resolution No.:	
		Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.:	
		Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 4th service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No	
		Order No.:	
		Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F. or P.F amount had been transferred to the office of 4th service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 4th service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

Authenticated by President, Governing Body/ Administrator/Principal/
Vice-Principal/Teacher-in-Charge of the College with seal and date

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

Particulars in regard to intermediate services rendered in any establishment on retention of lien in a post and subsequently reverted before termination of lien period, if any:

DETAILS OF INTERMEDIATE SERVICE

Name of the Incumbent:		Documentary evidence under C.P. No.	
i	Released on lien	From the post of:	
		To join as (Designation):	
ii	Details of Order of lien	Order/Resolution No.:	
		Date:	
iii	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
iv	Appointing authority/Head of Office		
v	Whether applied through proper channel for the post	Yes / No	
vi	Whether obtained N.O.C. from the authority in connection with the application for new assignment	Yes / No	
		Order/Resolution No.:	
		Date:	
vii	Whether covered under C.P.F./P.F.	Yes / No	
viii	Pension Rules/Scheme applicable	Yes / No	
ix	Date of Joining the post		
x	Joining order	Order/Resolution No.:	

		Date:
xi	Date of Release from the post	
xii	Release order	Order/Resolution No.:
		Date:
xiii	Duration of service in the post	
xiv	Date of Joining the post on reversion in which lien was allowed	
xv	Joining order of reversion	Order/Resolution No.:
		Date:

Signature of the Applicant :

Name of the Applicant :

Present Designation :

Present Place of posting :

Mobile No. :

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

* Part- I of the proforma is to be filled up by the Higher Education Directorate. Authenticated & attested documents/orders with proper mention of C.P. No., as and where applicable, are mandatory against each item.

** Whether the incumbent has deposited the Prorata Pension & Prorata Gratuity alongwith interest, as applicable for such period(s) under proper Head of Accounts (i) "Pension & Gratuity under Major Head-0071-Contributions and recoveries towards Pension and Other Retirement Benefits-01-Civil-101-Subscriptions and Contributions-002-Recoveries towards cost of pensions relating to other Governments-10-Recoveries"(ii) Major Head '0071- with Sub-major-01-Civil and Minor Head '101-Subscriptions and contributions-005-Recoveries towards Leave Encashment Benefits and Gratuity for service rendered under parastatals of the State Government with Detailed Head '10-Recoveries' [0071-01-101-005-10] (iii) C.P.F.- "0071-Contribution and recoveries towards pension and other retirement benefits 01-Civil-101-Subscriptions and contributions-003-Recoveries employer's share of CPF-10-Recoveries". (iv) For Interest - "0049-Interest receipts-04-Interest Receipts of State Govt.-800-Other receipts-024-Other items-07-interest."

However, direct deposit of the said amount in the respective Head of Account without approval/concurrence of the Finance (Pension Branch) Department will not be entertained. The prayer for counting of past service(s) may not be considered.

*** Conversion from CPF to PF/G.P.F with the concurrence from Finance (Pension Branch) is mandatory for counting of past service of the incumbent.

(For use of the Department)

Name of the Incumbent:			
1. Whether the resignation(s) is/are to be treated as technical resignation or clear resignation	Service	Technical Resignation	Clear Resignation
	1st		
	2nd		
	3rd		
	4th		
2. Observation/decision with reasons			
3. Comments/Remarks			

Signature of the Competent Authority of
the Higher Education Department along with official seal