

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

No.883-HED-17014(31)/24/2025-CS SEC

Date: 8th December, 2025

Memorandum

Subject:- Standard Operating Procedure (SOP) for family pension in respect of unmarried/widowed/divorced daughter of the deceased employee (teaching or non-teaching) of Govt. aided Colleges under DCRB Scheme issued vide No. 1097-Edn (CS) dated 31.05.1978 and the West Bengal Non-Govt. College Employees and Day Students' Home Employees under DCRB Scheme issued vide No. 1955-Edn (CS) dated 23.12.1981.

With an objective to lay down a simplified procedure to process of sanctioning Family Pension cases, adoption of a Standard Operating Procedure (SOP) has been under active consideration of this Department.

Now, the Governor is pleased to lay down the following Standard Operating Procedure (SOP) to be followed by the various Authorities for settlement of aforementioned family pension cases:-

A. Procedure to be followed by the claimant:

The claimant, upon being eligible, shall apply to the **Principal/In-Charge of the college** where the deceased employee served last with the following documents:

1. **Original application** of the claimant for family pension made on plain paper with detailed address for further communication.
2. **Original Annexure A** duly filled-in (4 copies). [for Kolkata Corporation/Municipal area only] [Format enclosed]
3. **Annexure II (4 copies in original)** duly filled-in (**containing signature of two persons as witness and two attestations by the competent authorities**). [Format enclosed].
4. Four copies of original **Annexure III** duly filled-in [Format enclosed]
5. Four copies of **passport size photographs** duly attested by Group A/Gazetted officers in four separate sheets. Such attestation should be made in such a manner so that some part of the signature remains on the photograph.
6. Four separate slips each bearing three **Specimen signatures** of the claimant, duly attested by Group A/Gazetted officers.
7. **Original current Income Certificate** (not older than 06 months) in favour of the claimant stating her marital status issued by a Gazetted Officer of Central or Group-A Officer of State Govt. (**other than concerned P.S.A./Head of Institution from where the concerned employee retired/deceased**) in his/her

own capacity/responsibility to the effect and the name of the ex-employee of Govt.-aided College, along with the relationship between such employee and the claimant must be mentioned in that certificate. (Not to be issued on the basis of enquiry report of documents/reports/certificates etc. Full name, seal and official address with pin code of the officer who issued the income certificate must be legible). [Format enclosed]

8. **List of family members** of the deceased employee, duly attested by Group A/Gazetted officers other than P.S.A., indicating the Date of Birth, Sex, Occupation, Marital status of the members. [Format enclosed]

9. Attested copy of the **PPO** of the deceased employee. (if already issued)

10. Attested copy of the **Death Certificate** of the deceased employee.

11. Attested copy of the **Death Certificate** of the spouse of the deceased employee.

12. Attested copy of **age-proof certificate** of the claimant (School leaving certificate/Admit card of any recognized board or council/Birth Certificate/AADHAR/Passport/PAN etc.)

13. Attested copy of the **Death Certificate** of deceased husband of the claimant. (in case of widow daughter).

14. Attested copy of the **Divorce Certificate** issued by a Court of Law (in case of a divorced daughter).

15. **An original affidavit** made by the claimant before 1st Class Judicial Magistrate regarding declaration of family pension (Format enclosed). (**Affidavit from Notary Public will not be accepted**)

B. Procedure to be followed by the Authorities:

1. **The Principal/In-Charge of the College** will examine the documents submitted by the claimant and forward the same to the Pension Sanctioning Authority (PSA) i.e. the Director of Public Instruction (DPI) with the following additional certificates:

(i) A certificate to the effect that "there is no other recipient of family pension of the deceased employee, i.e. minor sons/daughters, **physically handicapped sons/daughters** in the family to claim family pension."

(ii) Original Service Book of the concerned employee. If it is not available a certificate issued by the Head of the institution to the effect that "Service Book of Sri/Smt.....(name of the concerned employee) of College cannot be traced out in spite of through search and it is certified that the case will not be submitted again in future."

(iii) **Name of the husband** of the claimant, duly certified by the competent authority of the college. (in case of widow daughter).

2. (a) **In case of non-predeceased family pension cases**, the DPI, W.B. shall examine & sanction the case and forward the same to the Principal Accountant General (A&E), West Bengal directly with the requisite documents

countersigned for issuance of Family Pension Payment Order (FPPO) in favour of the claimant.

(b) In case of predeceased family pension cases,

- i. The DPI, W.B., will examine and forward all the requisite documents to this Department for subsequent decision/necessary approval with counter-signature.
- ii. This Department shall examine in adherence to the concerned DCRB Scheme and approve the claims expeditiously, if satisfied.
- iii. The DPI, WB on receipt of such approval, shall forward the same along with the Sanction Order, to the Office of the Principal Accountant General (A&E), WB for processing the claim and issuance of the Family Pension Payment Order (FPPO) in favour of the claimant, subject to fulfillment of requisite criteria.

C. The stipulated timeline to be followed for processing the claims is as follows:-

Sl. No.	Stages of actions	Time Limit
1	The applicant shall submit her application with all required documents as mentioned above before the Head of the Institution.	
2	The College Authority, on receipt of such application, will scrutinize the documents submitted by the claimant and forward the same to the PSA i.e. DPI.	02 weeks from the receipt of the claim along with necessary documents.
3	The DPI, WB, on receipt of such application, shall examine and process the same as mentioned at A above and forward the case to the Higher Education Department. (For predeceased family pension cases)	02 weeks from the receipt of the claim along with necessary documents.
4	The Department shall examine the case and issue necessary order towards approval of the same on fulfilling the required criteria and return the same to the DPI, WB. (For predeceased family pension cases)	03 weeks from the receipt from the DPI, WB
5	The DPI, WB shall forward the case along with the Sanction Order for both 2(a) and 2(b) above with all necessary documents to the A.G.(A&E), WB, towards issuance of Family Pension Payment Order(FPPO) in favour of the claimant.	02 weeks from receipt of the approval from this Department.

D. This order is issued with the concurrence of Finance Department, Pension Branch, vide their U.O. No. Pension/2025-2026/0325 dated 05.12.2025 and shall take immediate effect.



Deputy Secretary to the Govt. of WB

No.883/1(10)-HED-17014(31)/24/2025-CS SEC Date: 8th December, 2025

Copy forwarded for information and necessary action to:-

1. The DPI, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700091. She is requested to disseminate this notification among all the institutions under her jurisdiction;
2. The Principal Accountant General (A&E), Treasury Building, Kolkata-700001;
3. The Special Secretary, Finance Department, Pension Branch,
4. The OSD & E.O. Additional Secretary, Finance Department, Pension Branch,
5. The Private Secretary to the HMIC, Higher Education Department;
6. Special Law Officer & E.O. Deputy Secretary, ILC, Higher Education Department;
7. The Sr. P.S. to the Principal Secretary, Higher Education Department;
8. The Sr. P.S. to the Senior Special Secretary, CS Branch, Higher Education Department
9. IT Cell of this Department, Bikash Bhawan with a request to upload the order in the departmental website.
10. Office Copy.



Deputy Secretary to the Govt. of WB

ANNEXURE-'A'

(Application for drawal of pension through Public Sector Bank (to be submitted in duplicate))

To
The Accountant General, West
Bengal, Treasury Buildings,
Kolkata-700001

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary Particulars to enable you to make arrangement in this regard:-

1. Particulars of Pensioners
 - (a) Name
 - (b) P.P.O. No.
 - (c) Present Address
2. Particulars of authorized Public Sector Bank
 - (a) Name
 - (b) Branch where payment desired
3. *Pensioner's S.B. Account No.
at the branch to which pension
is to be credited

Place

Date

Yours faithfully,

(Pensioner/ Family Pensioner)

Pensioner's specimen signature:-

1.
2.
3.
*(Not Joint or Either or Survivor account)

ANNEXURE-II
FORM OF APPLICATION (AS PER DCRB SCHEMES vide No 1097-Edn(CS)
Dated 31.05.1978 & No.1955-Edn(CS) Dated 23.12.1981)

Application for family pension for the family of Late Shri/Smt./Miss.....

..... of (name of the
institution)

1. Name of the applicant
2. Relationship to the deceased
Employee/Pensioner
3. Date of death of the
employee/pensioner
4. Date of retirement, if the deceased
was a pensioner
5. Name and age of surviving kindred of the Deceased

<i>Relationship with The Deceased employee</i>	<i>Name</i>	<i>Date of birth (by Christian era)</i>

6. Name of Treasury/Sub-Treasury
At which payment is desired
- Signature or left hand thumb
7. impression (in case of those who are
not literate enough to sign their name).

8. Descriptive Roll of.....
widow/unmarried/divorced daughter of

- i) Date of Birth
- ii) Height
- iii) Personal marks, if any, on
hand or face

iv) Left hand thumb and finger impressions

(Thumb)

(Fore-Finger)

(Middle-Finger)

(Ring-Finger)

(Little-Finger)

Attested

(1)

Witness(1)

Signature

Name

Address

(2)

Witness(2):-

Signature

Name

Address

*Countersigned & seal of the Pension
Sanctioning Authority*

Note: The descriptive Roll(column 8) and signature or left hand and finger impressions accompanying Application for family pension should be in duplicate (in two separate sheets and attested by two Group A/Gazetted officers)

ANNEXURE-III
Form for sanctioning Family Pension

1. Name of the employee;
2. Father's name (and also husband's name in the case of a female employee)
- 3 Religion and Nationality
4. Last appointment held including name of establishment
5. Date of beginning of service
6. Date of ending service
7. Substantive appointment held
8. Pension Rules opted/eligible
9. Length of continuous qualifying Service prior to death
10. Last Pay with applicable ROPA
11. Amount of family pension admissible
12. Date from which pension is to commence
13. Place of payment (Government Treasury/Sub-Treasury)

The undersigned having satisfied himself of the above particulars of Late
.....here by orders the grant of a family
pension*to Shri/Smt. which
may be accepted by the Audit Officer as admissible under the rules.

Signature and designation of
the Sanctioning Authority.

Income Certificate

Name of the Office:.....

Address of the Office:.....

Phone No:.....E-mail:.....

To Whom It May Concern

This is to certify that Kumari/Miss/Smt.
..... the unmarried /
widowed / divorcee daughter of Late
..... (name of the deceased employee, I &
widow of late.....(in case of widow daughters only)
is Personally known to me for last.....(years/months). She is a
permanent resident of.....
P.O..... P.S.....
Dist. PIN.....

Her monthly income from all sources is (Rupees
.....).

I wish her all success in life.

(Signature with Seal & Date)

Note: This certificate is to be issued by local BDO/Gazetted Officer of Govt. of India or Group A Officer of State Government, (Other than PSA/Head of Office/any other officer of this Department/Directorate/college/Day Students' Home) in his/her own capacity/responsibility.

FAMILY DECLARATION

This is to certify that Late was a bonafide employee under
 (Name of the deceased) in the capacity of (designation) He/she passed
 Away on (Date of death) leaving behind the following family members (in chronological order as per proforma enclosed):-

Sl. No.	Name in full	Date of Birth	Sex	Relationship	Occupation & monthly income, if any	Source of income	Marital Status

The particulars of the existing family members of deceased employee/pensioner, as given above are correct to the best of my knowledge & belief. It is also certified that neither the above-said family members nor the deceased employee / his/ her spouse is in no way related with me.

Date

(Signature with Seal & Date)

Note

This certificate is to be issued by local B.D.O./Gazetted Officer of Govt. of India or Gr.-A officer of State Government, (other than P.S.A.) indicating his/her full name, seal and official address with PIN Code, Phone Number, Mobile Number and e-mail address.

Affidavit before L.d. 1st Class Judicial Magistrate reg. Declaration family pension

I, Kumari/Miss/ Smt. the
unmarried/widowed/divorcee daughter of Late.....
....., Ex- employee attached with.....

Residing at.....
having date of birth hereby solemnly affirm & sworn
that I am above 25 years of age as per certificate of school/Admit card of any
recognized board or council/EPIC/Aadhar Card having Monthly Income of
*(Rupees.....) and I
am only eligible to get family pension as per extant provisions, since there is
neither any other eligible family member nor any physically
handicapped/mentally retarded brother/ sister in my family for the said Family
Pension.

I am not in receipt of any kind of pension/family pension from any
Govt /Statutory Board/ Municipality/Undertaking etc.

The above statements are true to the best of my knowledge & belief. I
shall be liable to be prosecuted against and/or to refund entire money drawn, or
overdrawn on the basis of false declaration and/or fake documents etc, if any.