

Municipal Commissioner's Department

Date: 02/05/2019

Municipal Commissioner's Circular No.....¹¹.....of 2019-20

Sub: Disbursement of terminal benefits and pension- Expedite thereof.

In order to bring more efficiency in the payment of pension and pensionary benefits to the retiring employees, some measures need to be adopted. These are listed below:-

- a) The retiring employee will mandatorily submit the documents / application for pension and pensionary benefits six (6) months before his / her retirement to the concerned department. This point may also be incorporated in the superannuation notice.
- b) The department concerned will forward the pension file to the S. R & A. Cell three (3) months before retirement along with all documents/reports, duly verified by IFU.
- c) A checklist of documents is enclosed with this circular, enabling the department / incumbent to follow the correct procedure. If any document(s) is / are not found in the pension file, the S. R & A. Cell will not receive the same. The department concerned is expected to avoid such a situation.
- d) After receiving the pension file, S. R & A. Cell will send the application to the Pension Cell.
- e) The Pension Cell will examine the file and if any clarification is required, the file will be sent back to the department within seven days. It should be noted that the Pension Cell has to note all the points to which clarification is required while returning the file back. However, files should not be sent back on flimsy grounds. The department will collect the same from the incumbent and send the file again to the Pension Cell within ten days of receipt of the request for clarification(s).
- f) The Pension Cell will ensure, that the process of sanction of Pension / Pensionary benefits (when all documents are available as per norms) is completed within last day of service and payment procedure of pensionary benefit will start from the date of superannuation and completed within fifteen days of retirement and monthly pension is to be started from the month on which it is due. The departments are requested to send the 'Final Report' to the S. R & A. Cell within three (3) working days after the date of retirement.
- g) Chief Manager (P) is requested to fill up all the vacancies of S. R & A. Cell and Pension Cell. As the payment of Pensionary benefits and Pension is a time bound programme, the staff / officers of the Pension Cell and S. R & A. Cell may not be engaged in other works of the KMC / Govt. of West Bengal.
- h) C. M. F & A is requested to ensure allotment of necessary fund that shall be required for disbursement of Pensionary benefits and Pension in the successive months. Necessary requisition of fund will be made by the Chief Manager (S. R & A. C, Pension Cell, P. F Cell, H. B. A Cell, G. I Cell, & Staff Quarter) from time to time.

All Controlling Officers / Heads of Departments or Offices are requested to extend co-operation in this regard. IT department is also requested to provide necessary software and hardware support to the S. R & A. Cell and Pension Cell.

All the backlog files are also to deal with simultaneously. Any unreasonable delay will be viewed seriously and responsibility will be fixed.

This is for strict compliance.


Municipal Commissioner

Copy forwarded to –

1. OSD to Hon'ble Mayor
2. Spl. Municipal Commissioner (G&D)
3. All Controlling Officers
4. All HoDs

CHECKLIST

List of requisite documents for dealing with files for payment of Pension & Pensionary benefits in case of superannuation

1. Prayer for payments of Pension & Pensionary benefits
2. Pension Form – I, in duplicate duly filled up & verified by IFU.
3. Annexure – VI (Application for Pension)
4. Annexure – VIII (Application for commutation for Pension)
5. Annexure – II (Letter of Authority)
6. Specimen signature in duplicate
7. Height and identification mark in duplicate
8. Left Thumb impression and five fingers' impression (if applicable)
9. Details of bank account along with photocopy of the 1st page of bank pass book of Pension S/B Account
10. NEFT Mandate form of Salary S/B Account with a photocopy of recent pay-slip duly authenticated by HOD & Bank authority.
11. Three copies attested Joint Photograph. In case of single status, three copies single attested single photograph with authentic & supporting documents about single status.
12. Family statement in duplicate
13. NOC issued by the HBL Cell, KMC
14. NOC issued by the F&ACC, KMC
15. Pay 'drawn & admissible' statement in original