

The Kolkata Municipal Corporation
C. M. O Buildings
Pension Cell

Dated, March 17, 2020

Circular no. 186 /2019-20

Re: Revision of pension and pensionary benefits in respect of the pensioners / family pensioners of the Kolkata Municipal Corporation.

1. Attention of all Controlling Officers / Heads of the Offices / Departments / Units / Borough Executive Engineers is drawn to the revision of pensionary benefits of the pensioners / family pensioners of the Kolkata Municipal Corporation as per Memo nos. 218/MA/O/C-4/2P-01/2020 and 219/MA/O/C-4/2P-01/2020 both dated 6th day of March, 2020 of the Department of Urban Development and Municipal Affairs (Municipal Affairs Branch) (copies enclosed) and consequent upon the revision of pay and other conditions of service under resolution no.1158/MA/O/C-4/1R-1/2019 dated, the 26th day of December, 2019 (applicable in cases of employees who had retired on or after 01.01.2016) of the Department of Urban Development and Municipal Affairs (Municipal Affairs Branch) to be read with Notification no.30/MA/O/C-4/1R-1/2019 and 31/MA/O/C-4/1R-1/2019 dated 09.01.2019 of the Department of Urban Development and Municipal Affairs Department, Government of West Bengal.
2. The Mayor-in-Council at its meeting held on 11.03.2020 duly approved vide Resolution nos.MOA98.2 and MOA98.1 both dated 11.03.2020, the implementation of benefits of revision of pension / family pension of pre-January'2016 pensioners / family pensioners and benefits of revision of pension / family pension, gratuity and commutation of pension of post-January2016 pensioners of the Kolkata Municipal Corporation respectively as set out in the aforesaid Memorandum in anticipation of ratification by the Corporation.
3. Immediately on receipt of this circular, it will be the responsibility of all Controlling Officers / Heads of Offices, to receive Options in prescribed format as per aforesaid resolution followed by notifications of the Department of Urban Development & Municipal Affairs, Government of West Bengal from the pensioners of the Kolkata Municipal Corporation who retired from service on or after 01.01.2016. Upon receiving the option from the concerned pensioners mentioned above, the concerned departments / offices will make necessary arrangements to make fixation of pays of said retired employees in revised pay structure and to record it in their respective service books only after obtaining approval of the concerned Internal Finance Units. The departments / offices are also requested to send files to the Pension Cell along with the below noted documents –
 - i) Form of option [Schedule – III (as per Para 5 and 6 of ROPA 2019)];

- ii) Form for fixation of initial pay in the revised pay structure [Schedule –IV {as per Para 7(1)}];
 - iii) Annexure – I as attached with Memo no.219/MA/O/C-4/2P-01/2020 dated 6th day of March, 2020 of the Department of Urban Development and Municipal Affairs, Government of West Bengal;
 - iv) Revised Pension Form – I, in duplicate, being checked and verified by the concerned IFU;
 - v) Photocopy, being attested by the HOD, of the 1st page of the Service Book of the respective pensioner;
 - vi) Photocopy(ies) of the page(s) of the Service Book, being it/they attested by the concerned HOD, where on the revised structure of pay duly checked & verified by the concerned IFU has (/ have) been recorded.
4. Upon obtaining the case-files for revision of pension and pensionary benefits of the pensioners who retired from the KMC service on or after 01.01.2016, the Pension Cell will make necessary arrangements to accomplish all formalities including preparation of forms as per Annexure – II and III attached with Memorandum no.219/MA/O/C-4/2P-01/2020 dated 6th day of March, 2020 as well as release payments of pension and pensionary benefits and differences of pensionary benefits.
5. *It is explicitly mentioned that original Service Books are not required to be forwarded to the Pension Cell in any case.*

Copy forwarded to:

1. All Controlling Officers /Heads of Offices


Municipal Commissioner
Municipal Commissioner
Kolkata Municipal Corporation

