Annexure-II

To

The Principal Accountant General (A&E),

West Bengal, Kolkata-700001

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Sanction of **Revised Pension, Gratuity and Commuted Value of Pension** as per ROPA-2019 in terms of Memorandum No.55-F(Pen) dated-21.01.2020

|  |  |  |
| --- | --- | --- |
| 1 | Pension Payment Order (PPO) No |  |
| 2 | Name of the Government Pensioner |  |
| 3 | Date of Retirement | DD/MM/YYYY |
| 4 | Designation of the Government employee at the time of retirement |  |
| 5 | (a) | Last Basic Pay (Band Pay + Grade Pay) as per ROPA, 2009 on the date of retirement |  |
| (b) | Scale of Pay as per ROPA, 2009 |  |
| (c) | Non-Practicising Allowance (NPA), if any |  |
| (d) | Dearness Allowance @75% on NPA  |  |
| 6 | HRMS ID (if available) |  |
| 7 | Mobile No. of the Pensioner |  |
| 8 | Date of option to come under revised pay structure | DD/MM/YYYY |
| 9 | (a) | Basic Pay (BP+GP) as per ROPA, 2009 on the date of option |  |
| (b) | Amount arrived at by multiplying the Basic Pay drawn as per ROPA, 2009 on the date of option by 2.57 & **rounded off to nearest rupee [9(a)x2.57]** |  |
| (b) | Revised Basic Pay fixed as per WBS(ROPA) Rules, 2019 [{9(b)+5(d)} after placing it into the applicable level of Pay Matrix] on the date of option |  |
| (d) | Revised Last Basic Pay as per ROPA, 2019 on the date of retirement |  |
| (e) | Pay Range in Pay matrix as per WBS(ROPA)Rules,2019 |  |
| 10 | (a) | Revised Basic Pension w.e.f. 01.01.2020 |  |
| (b) | Revised Family Pension at Enhanced Rate (EFP) |  |
| (c) | Family Pension at Enhanced Rate (EFP) payable upto | DD/MM/YYYY |
| (d) | Revised Family Pension at Normal Rate (NFP) |  |
| 11 | (a) | Revised Gratuity Admissible |  |
| (b) | Gratuity already Paid |  |
| (c) | Balance of Gratuity Sanctioned [11(a)-11(b)] |  |
| 12 | (a) | Total Amount of Commutation (Maximum 40% of Revised Basic Pension) |  |
| (b) | Pension already commuted |  |
| (c) | Amount of pension further commuted [12(a)-12(b)] |  |
| (d) | Amount of balance Commutation Value of Pension sanctioned |  |
| 13 | Revised Reduced Pension after commutation w.e.f. 01.01.2020 [10(a)-12(b)-12(c)] |  |
| 14 | Qualifying Service of the Government employee |  |
| 15 | (a) | Pension drawn through | Treasury/ Bank |
| (b) | If drawn through Treasury, Name of the Treasury |  |
| (c) | If drawn through Bank in KMC area, Name of the Bank |  |

 \*\* The attested copy of the original Pension Payment Order is enclosed.

 Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memo No. Date:

Copy forwarded for information to:-

1. Treasury Officer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Treasury/ Bank Manager, \_\_\_\_\_\_\_\_\_\_\_\_ with request to start the disbursement of Pension provisionally w.e.f. 01.01.2020 subject to final adjustment upon receipt of Revised PPO from AG (A&E) West Bengal.
2. Name of the Pensioner, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Pension Sanctioning Authority

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_