

GOVERNMENT OF WEST BENGAL
Finance Department
Pension Branch
Writer's Buildings, Block-IV, 2nd Floor
Kolkata – 700 001

No. 40 F (Pen)

Dated Kolkata, the 2nd February, 2021

MEMORANDUM

Subject : *Modification in the Single Comprehensive Form in connection with the sanction of pension to the State Government employees*

The revision of Pay and Allowances on the basis of recommendation of the Sixth Pay Commission has necessitated some modification in the existing 'Single Comprehensive Form' introduced under Finance Department Memo No. 416-F (Pen) dated 09.08.2019.

2. After careful consideration of the matter and with due consultation with the office of the Principal Accountant General (A & E), West Bengal, the Governor has now been pleased to prescribe a modified 'Single Comprehensive Form' which is enclosed. This Form will replace the existing Single Comprehensive Form introduced under Finance Department Memo No. 416-F (Pen) dated 09.08.2019.

3. All Pension Sanctioning Authorities under this Government will use this Form with immediate effect. Accordingly, all Departments / Directorates / Collectorates etc. are requested to circulate this form along with this Memo among all subordinate offices under their control.

4. Formal amendments to the West Bengal Services (Death-cum-Retirement Benefit) Rules, 1971 will be made in due course.

Yours faithfully,

Sd/- S. K. Ghosh

O.S.D & Ex-Officio

*Joint Secretary to the
Govt. of West Bengal*

No. 416 / 1 (500 - F (Pen))

Dated Kolkata, the 2nd February, 2021

Copy forwarded for information and necessary action to :-

- 1) The Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata 700 001.
- 2) The Directorate of Treasuries & Accounts, 4, Lyons Range, Kolkata 700 001
- 3) The
.....Deptt. / Dte.
- 4) The District Magistrate / District Judge
- 5) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. — He is requested to upload copy of this order in the Website of Finance Department.


Deputy Secretary to the Govt. of West Bengal

SINGLE COMPREHENSIVE FORM

(As per Memo No. 40 F (Pen) dated 02.02.2021 Finance Department, Govt. of W.B.)

PLEASE FILL IN ALL THE ITEMS PROPERLY AND CAREFULLY. IN CASE A PARTICULAR ITEM IS NOT APPLICABLE, PLEASE STATE SO BUT DO NOT LEAVE THE ITEM BLANK. THIS FORM NOT COMPLETED IN ALL RESPECTS WILL NOT BE ACCEPTED AND A FRESH SINGLE COMPREHENSIVE FORM MAY BE CALLED FOR.

1	a	Name of the Govt. employee (IN BLOCK LETTERS)				
	b	HRMS ID				
	c	PAN				
	d	AADHAAR (Optional)				
	e	Name of the establishment last served/serving with full Address including Pin code and Telephone No. / FAX No/Mail Address.				
	f	Designation of the Government Employee				
	g	Employee Group (As per applicable ROPA)				
2	Date of Birth of Govt. employee (dd / mm / yyyy format)					
3	a	Nationality	Gender	Religion (Optional)	Blood Group	
	b	Marital Status			Single / Married	
	c	Name of the spouse				
4	Father's Name of the Govt. employee					
5	Mother's Name of Govt. employee					
6	Class of Pension applicable Superannuation / Family / Retiring / Invalid / Pro-rata / Compensation etc) in this case					
7	a	Whether a member of General Provident Fund (GPF)			Yes / No	
	b	If Yes, provide GPF Account No.				
Address of the Govt. employee :						
8	a	Present	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	b	Permanent	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
	c	Address for communication	House No / Bldg No.			
			Street / Road / Lane			
			Area / Locality / Sector			
			Village / Town / City			
			District		PIN Code	
			State		Post Office	
d	Mobile No. of Pensioner (For SMS alert & OTP)					
e	E-mail id of the Pensioner (Optional).					
9	a	Name of the recipient of family pension (IN BLOCK LETTERS)				
	b	Relationship with Govt. employee				
	c	Date of Birth (dd / mm / yyyy format)				
	d	AADHAAR (Optional)				
	e	Religion (Optional)	Gender	Male / Female / Transgender		
	f	Reason [In case 9 (a) above is not filled				

Address of the family pensioner (in case of death while in service / after retirement) :				
10	a	Present	House No / Bldg No.	
			Street / Road / Lane	
			Area / Locality / Sector	
			Village / Town / City	
			District	PIN Code
			State	Post Office
	b	Permanent	House No / Bldg No.	
			Street / Road / Lane	
			Area / Locality / Sector	
			Village / Town / City	
			District	PIN Code
			State	Post Office
	c	Address for communication	House No / Bldg No.	
			Street / Road / Lane	
			Area / Locality / Sector	
			Village / Town / City	
			District	PIN Code
			State	Post Office
d	Mobile No. of Pensioner (For SMS alert & OTP)			
e	E-mail id of the Pensioner (Optional)			
11	Name of the Treasury / Pay & Accounts Office through which Pension / Family Pension will be disbursed (State clearly the name of Treasury / Pay & Accounts Office with Unit No. i.e. I or II if payment is desired from any Treasuries / PAO under the Payment control of West Bengal)		Treasury / Pay & Accounts Office Name	
			Treasury / PAO Code	
12	a	Designation of PSA (Pension Sanctioning Authority)		
		PSA's code No.		
		Address of the PSA		
	b	Designation of the DDO in whose favour Gratuity / CVP Payment Authorities will be issued for drawal of claims (PSA may select any DDO other than the DDO attached with PSA for drawal of Gratuity / CVP) Note-3 below*		
		DDO Code		
		DDO Attached with Treasury		
		Treasury Code		
Payment of pension is desired through a Public Sector Bank in Kolkata Municipal Corporation area / outside W.B? If So				
13	a	Name of the Bank & Branch (with B.S.R. Code No. of the Paying Branch as well as Link Branch)		
	b	Bank A/c. No. (in single name / joint name with spouse) (Enclose Annexure A in duplicate)		
	c	If payment of pensionary benefits are desired to be drawn outside West Bengal along with Name of the State as well as Name of Treasury / Bank		
14	a	Date of appointment		
	b	Date of commencement of Pensionable Service		
	c	Date of Retirement / Death (strike out whichever is not applicable)		
15	a	Status of the Govt. employee	(Temporary / Permanent)	
	b	Whether work-charged employee	(Yes / No)	
	c	Whether appointment was made on ad-hoc basis	Yes / No	
	d	If 'Yes' then mention the Govt. Order by which service was subsequently regularized by Government		

