

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH  
Block-IV, 2nd Floor, WRITERS' BUILDINGS  
KOLKATA-700 001**

**No. 732-F(Pen)**

**Dated, Kolkata, the 12<sup>th</sup> November, 2008**

**M E M O R A N D U M**

**Subject : A guidelines for payment of family pension for life to the unmarried divorced / widowed daughters of Government employees / pensioners.**

Finance Department Memorandum Nos. 620-F(Pen) dated 20.06.2006 and 138-F(Pen) dated 03.03.2008 provide for the extension of the benefit of family pension to the widowed / divorced and unmarried daughters of State Government employees / pensioners respectively. However, it is observed that the concerned Heads of the offices are facing difficulties in dealing with these cases as the Service Books / particulars of the deceased pensioners, specially in old age cases, are not traceable in the respective offices. Moreover the members of the family of the deceased pensioners generally do not possess relevant document such as copy of the Pension Payment Order, pension sanctioning order etc.

After careful consideration of the matter, the Governor has been pleased to prescribe the following guidelines in dealing with the cases.

1. The widowed / divorced / unmarried daughter shall apply to the Head of the office where her deceased father or mother served at the time of retirement. She shall submit as enclosure the following documents:

- a) A proof of her identity e.g., copy of Voter Identity Card, Ration Card etc.
- b) An income certificate from a Gazetted Officer of Central Government of a State Government Officer belonging to Group-A service to the effect that she does not have income of her own or has an income less than Rs. 2600/- per month and that she is the widowed / divorced / unmarried daughter of the particular Government employee/pensioner, as the case may be. In this regard Finance Department Memo No. - 621-F(Pen) dated 18.07.2007 should also be taken into consideration.
- c) Copy of Death Certificate of her deceased father or mother.
- d) Copy of the Pension Payment Order of her father or mother.
- e) Copy of Death Certificate of her deceased husband in case of widowed daughter.
- f) Copy of Divorce Certificate issued by the Court of Law in case of divorced daughter.
- g) Recent passport size photograph. Specimen signature, Annexure A (for drawal of pension through Public Sector Banks) and descriptive Roll (4 copies each).

*Contd...2*

2. On receiving the application along with relevant documents, the Head of office shall prepare the pension papers in prescribed form.
3. Head of office will then forward the family pension case complete in all respects, along with the Service Book of the deceased Government employee with due sanction of family pension in respect such daughter to the office of the Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata -1. However, before allowing family pension for life to any such daughter the sanctioning authority shall satisfy himself about the genuinity of the claimant. It should be ensured that there is no other recipient of family pension e.g. minor son/ daughter, physically handicapped son / daughter in the family. In this regard Finance Department Memo No.- 621-F(Pen) dated 18.07.2007, 432-F(Pen) dated 02.07.2008 and 574-F(Pen) dated 22.08.2008 should also be taken care of.
4. In cases where either Service Book are not available or any reference of the Accountant General (A&E), West Bengal (i.e. Copy of the P.P.O. and /or previous admissibility report etc.) is / are available, those cases may be submitted by the Pension Sanctioning Authority to the Accountant General (A&E), West Bengal complete in all respects along with copies of reference of Accountant General (A&E), West Bengal and other documents mentioned in para 1, including due sanction of family pension in general terms in favour of such daughter and a certificate to the effect that Service Book of the concerned Government employee cannot be traced out in spite of through search and it is certified that the case will not be submitted again in future.
5. In cases where either Service Book or reference No. of Accountant General (A&E), West Bengal Office is not available, the head of Office may refer the case to its Administrative Department. The Administrative Department may in such cases sanction minimum pension provisionally, subject to genuinity of the claim, and the Head of Office will continue its payment on the basis of that sanction till the Service Book / other relevant documents and /or any reference of Accountant General (A&E), West Bengal Office is traced out. However approval of Finance Department beyond every year as per existing provision in this regard is required to be obtained.
6. In case of widowed / divorced / unmarried daughter a certificate regarding her marital status is required to be submitted yearly to the Pension Disbursing Authority. The income certificate in case of all the above three categories of family pensioners is required to be furnished to the Pension Disbursing Authority.
7. The Accountant General (A&E), West Bengal, after receiving the family pension case will issue Pension Payment Order in respect of the daughter.

Sd/- (P. K.Dasgupta)

Special Secretary to the  
Government of West Bengal.

No. 732/1(150)-F(Pen)

Dated, Kolkata, the 12<sup>th</sup> Novemebr, 2008

Copy forwarded for information and necessary action to :-

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata -1.

2. The Principal Secretary / Secretary-----

He is requested to circulate the memorandum to all the Pension Sanctioning Authorities under his control.

3. The District Magistrate-----

He is requested to circulate the memorandum to all the Pension Sanctioning Authorities in his district.

Sd/-  
O.S.D. & Ex-Officio Joint Secretary  
to the Government of West Bengal