

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
PENSION BRANCH  
WRITERS' BUILDINGS  
KOLKATA-700 001

No. 534 - F (Pen)/FJ/N/F-1P-136/2018

Dated Kolkata, the 26.09.2018.

To

The Additional Chief Secretary/Principal Secretary/Secretary to the Government of West Bengal,

*All Departments*

Subject: - Prompt submission of completed pension cases and other Reports and  
Returns for quick disposal of future pension cases.

Sir,

I am directed to refer to the subject noted above and to request you to kindly make necessary arrangement so that the concerned PSAs under your administrative control /jurisdiction are instructed/directed to:-

- i) submit pension cases to the office of AG(A&E), W.B. 6 months in advance from the date of retirement by the concerned PSAs as per G.O. No.1315-F(Pen) dated 14.10.1996 & details of employees retiring in next 24 months to the office of AG(A&E), W.B. for preparation of **retirement profile** and disposal of future pension cases.
- ii) furnish the Reports>Returns to the office of AG(A&E), W.B. on a regular basis in the prescribed format available in the website [www.agwb.cag.gov.in](http://www.agwb.cag.gov.in). The said Report/Return may either be sent in a CD by post or by mail to [edppen-agac-wb@nic.in](mailto:edppen-agac-wb@nic.in).
- iii) be prompt in resubmission of the cases of pension/family pension etc. to the office of AG(A&E), W.B. that have been returned by the office of AG(A&E), W.B. to the PSAs without finalisation due to some discrepancies to avoid unnecessary delay and harassment to the pensioners that compelling them to resort to RTI application, court cases etc.

Yours faithfully,

Sd/- K.K. Banerjee

Deputy Secretary to the  
Government of West Bengal.

No:534/1(2)--F (Pen)

Date: 26.09.2018.

Copy forwarded for information and necessary action to :-\

1. Shri Gautam Allada, IA & AS, Deputy Accountant General (Pension), West Bengal, Treasury Buildings, Kolkata-700001 with reference to his letter no. Pen.Co-ordn./284-Vol.II/2-Vol.VIII/375 dated 13.09.2018.
2. Shri Sumit Mitra, Network Administrator, Finance Department, Govt. of W.B. for uploading this memo in the Finance Department's Website.

*K.K. Banerjee*  
Deputy Secretary to the  
Government of West Bengal.