

3 JAN 2009

Pension, Family Pension, Gratuity and Commutation of Pension F.D. Memo No. 201-F(Pen), dated 25.02.2009 (Synoptic note)

A. Pension : Minimum qualifying service – 10 years, for full Pension i.e. 50% of last pay drawn – 20 years, proportionate Pension, where qualifying service is ten years or more but less than 20 years.  
Amount of Monthly Pension : Maximum Rs. 35,000/-, Minimum Rs. 3300/-.

Additional Pension : 20% of basic Pension from 80 years to less than 85 years,  
30% for 85 years to less than 90 years,  
40% for 90 to 95 years,  
50% for 95 to less than 100 years,  
100% for 100 years or more.

The age prescribed for retirement on superannuation is 60 years.

B. Family Pension : 30% of basic Pay drawn last subject to a minimum of Rs. 3300/- and maximum of Rs. 21000/-, provided family Pension at enhanced rate i.e. twice the normal rate limited to 50% of Pay last drawn for period of 7 years or till 67 years of age of the deceased Pensioner.

Additional Family Pension like Additional Pension.

C. Gratuity : Retirement & Death –  
(i) Retirement Gratuity –  $\frac{1}{4}$ <sup>th</sup> of emoluments (Pay+DA) of each completed Six-monthly period (3 or more to be reckoned as full 6 months) subject to a maximum of 16  $\frac{1}{2}$  times the emoluments or Rs. 6 Lakhs, whichever is less

(ii) Death Gratuity – Less than 1 year – 2 times of last emoluments:

1 year to less than 5 years – 6 times

5 years to less 20 years – 12 times

20 years or more – 33 times or

Rs. 6 Lakhs whichever is less.

D. Commutation of Pension : upto 40% of Pension amount

Formula – Amount to be Commuted x  
Commutation Value x 12 (Fraction of balance to be  
ignored).

Commutation Value is available in Annexure-1 (New Table) appeared to F.D. Memo No. 201-F(Pen), of 25.02.2009 'Age on next birthday' in the table should be reckoned with reference to the date on which commutation becomes absolute.

Reduction in the amount of Pension on Commutation will become operative from the date of receipt of the Commuted Value.

Restoration of Commuted portion will become operative on the expiry of 15 years from the date of retirement or from the date of receipt of the Commutation amount, as the case may be.

Synoptic note of The WBS (D.C.R.B.) Rules, 1971 [came into force from 01.01.1972 containing 109 rules],

Rule 7(C) – Family includes Wife/Husband, Sons & Daughters including steps and adopted, brothers below 18 years, unmarried & widowed sisters, parents –

R 28 & 28A – All periods of leave other than E.O.L. without pay shall count as  
service

All E.O.L. granted on M.C. shall count as qualifying service.

R37 – Classes of Pension – Compensation, Invalid, Superannuation, Retiring (25) including voluntary Retirement (20).

R61 – the A.G.W.B. to be consulted for ensuring minimum period of qualifying service for Retiring Pension.

R 63 – Fraction of a rupee to be rounded off to the next higher rupee upto Rs. 35000/-

Fraction of a year equal to 3 months and above is treated as 6 monthly period of service

R 83 & 84 – The amount of Military Pension (Rs. 500 in each case) shall not be taken into amount in fixing Pay & Allowance in civil appointment.

R 137 – Provisional Pension @100% of Pension and Provisional Gratuity after withholding 10% or Rs. 1000/-, whichever is less should be sanctioned by the first of the month in which it is due, if for any special reasons it has not been possible to obtain admissibility report from AG (A &E), WB within due period.

Simple Comprehensive form for sanction of pension to the Government Employees as modified vide F.D. Memo No. 359-F(Pen), of 16.04.2009 is required to be submitted to the A.G. (A & E), WB alongwith following documents ; -

1. Service Book with I.P.F. checked & verified;
2. L.P.C.,
3. Calculation Sheet for qualifying service for Pension, Gratuity and Family Pension,
4. Attested Passport Size joint Photograph,
5. Death/Medical Certificate (in case of death/invalidation),
6. Nomination for Arrears of Pension,
7. One set of nomination for gratuity duly countersigned by Head of Office,
8. Application for Commutation of Pension in prescribed form duly signed and accepted by PSA,
9. Application for Family Pension in Annexure – II,
10. Certificate regarding no case or appeal is pending in any Court of Law,
11. Application for Pension in Form 5,
12. Family details of Government Employee

## Pay (Synoptic note)

Pay means the amount drawn monthly by a Govt. employee as Pay in PB+GP, Special Pay, Personal pay, Deputation Allowance, Non-Practising Pay. Special Pay u/r 5(28) includes special pay attached to the Post, Deputation allowance and Non-practising Pay.

Special Pay U/r 5(33) means an addition granted in consideration of arduous nature of duties, specific addition to work, work performed in unhealthy atmosphere.

Personal Pay is granted to save a Govt. employee from loss of substantive Pay on personal consideration.

Presumptive Pay means pay to which a Govt. employee would be entitled had he held the post substantively.

Fixation of Pay : 1) on direct appointment, 2) On Promotion / appointment to higher post, 3) On appointment due to MCAs benefit 4) On appointment to ex-cadre post , 5) On reversion from ex-cadre post due to expiry of term of deputation, 6) On pro-forma promotion 7) On Stepping up of Pay i.e. pay protection , 8) On earning stagnation increment, 9) On re-employment after retirement.

For Sl. No.1 – Entry point minimum pay in P.B. + G.P.

For Sl. No.2 – As per rule 11(1) of WBS (RoPA) 2009.

For Sl. No.3 -- As per rule 11 (3) of WBS (RoPA) 2009.

For Sl. No.4 – Pay of the ex-cadre post due to deputation depends upon exercising of option for pay scale of the foreign employer or pay scale of parent body plus deputation allowance as admissible.

For Sl. No.5 – Pay on the basis of presumptive Pay had he not been appointed to the ex-cadre post.

For Sl. No.6 - 'Next below rule' i.e. Note below rule 54 of the WBSR, Part I need be followed which means by allowing proforma promotion.

For Sl. No.7 - As per note 5 below rule 7 of RoPA, 2009 read with rule 55 (4) of the WBSR, Pt. I in case of employees belonging to the same posts. Rule 42



(A) (5) for appointment to State Govt. from Central / Other State Govt. / PSUS.

For Sl. No.8 - As per provisos under rule 9(2) of RoPA, 2009.

For Sl.No.9 - As per rules 55 B of the WBSR, Pt-I

As per rule 54 of the WBSR, Pt.I , Officiating promotion shall not be deemed to involve assumption of duties and responsibilities of greater importance if it is not in the higher grade pay.

As per note below rule 54 of the WBSR, Pt-1, the interest of Govt. employee who is working out of his regular line is protected by issuing special order for proforma officiating promotion as "one for one" principle.