

Government of West Bengal
Finance Department
Pension Branch
Block – IV, 2nd Floor, Writers' Buildings
Kolkata – 700001

No. 249 – F(Pen)

Date: 27.05.2019

Subject:- Introduction of new format for furnishing details of service regarding counting of past services.

Finance Department is facing difficulties in dealing with the cases of counting past services considering different types/nature of services rendered by the Govt. employees/officers.

In view of that, for comprehensive study of the cases of counting of past services the undersigned is directed to request all the Administrative Departments to refer such cases in the form as appended at Annexure 'P' alongwith all the requisites with C.P. No. to the Pension Branch of this Department for proper and prompt decision at this end.

Sd/-

Assistant Secretary to the
Govt. of West Bengal

No. 249/1(60) – F(Pen)

Date: 27.05.2019

Copy forwarded for information and necessary action to :-

1. The Principal Secretary / Secretary-----
----- Deptt.
2. -----
- ✓ 3. Shri Sumit Mitra, Network Administrator, Finance Department for uploading this Order in the website of Finance Department.
4. Guard File.


Assistant Secretary to the
Govt. of West Bengal

ANNEXURE-P

**PROFORMA REPORT TO BE FILLED UP BY THE ADMINISTRATIVE
DEPARTMENT FOR CONSIDERING COUNTING OF PAST SERVICE**

PART- I

			Documentary evidence under C.P. No.
i	Name of the Officer		
ii	Date of Birth		
iii	Present post (Designation)		

DETAILS OF PRESENT SERVICE

			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
ii	Appointing authority		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order No.:	
		Date:	
vii	Date of Confirmation in the present post	Yes / No	
		Order No.:	
		Date:	
viii	Whether covered under C.P.F./G.P.F.	Yes / No	
ix	Pension Rules/Scheme applicable		

Signature of the Competent Authority of
the Administrative Department along with official seal

DETAILS OF 1ST SERVICE

Name of the Officer :		Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization	
ii	Appointing authority/Head of Office	
iii	Joined in the post of (Designation)	
iv	Date of Joining	
v	Pay scale in the post of joining	
vi	Joining order	Order No.:
		Date:
vii	Released from the post of (Designation)	
viii	Pay scale in the post held last	
ix	Date of Release	
x	Release order	Order No.:
		Date:
xi	Whether allowed lien in the post of 1 st service	Yes / No
		Order No.:
xii	If the incumbent did not revert to the parent office, then order of termination of lien	Date:
		Order No.:
xiii	If the incumbent reverted to the parent office, whether that reversion took place within lien period	
xiv	Whether applied through proper channel for 2 nd service	Yes / No
xv	Whether competent authority accorded permission to such application for new post	Yes / No
		Order No.:
xvi	Whether covered under C.P.F./G.P.F.	Date:
xvii	If covered under G.P.F., whether G.P.F. amount had been transferred to the office of 2 nd service	
xviii	If covered under C.P.F., whether C.P.F. (employer's share) alongwith interest as applicable had been transferred to the office of 2 nd service in the Govt. Exchequer – Documentary evidence	
xix	Pension Rules/Scheme applicable	

Signature of the Competent Authority of
the Administrative Department along with official seal