

Government of West Bengal  
Finance Department  
Pension Branch  
Block – IV, 2<sup>nd</sup> 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 1<sup>ST</sup> 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 <sup>st</sup> service	Yes / No
		Order No.:
xii	If the incumbent did not revert to the parent office, then order of termination of lien	Date:
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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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

**DETAILS OF 2<sup>ND</sup> SERVICE (IGNORE IF PRESENT SERVICE IS THE 2<sup>ND</sup> 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 2 <sup>nd</sup> service	Yes / No
		Order No.:
		Date:
xii	If the incumbent did not revert to the parent office, then order of termination of lien	Order No.:
		Date:
xiii	If the incumbent reverted to the parent office, whether that reversion took place within lien period	
xiv	Whether applied through proper channel for 3 <sup>rd</sup> service	Yes / No
xv	Whether competent authority accorded permission to such application for new post	Yes / No
		Order No.:
		Date:
xvi	Whether covered under C.P.F./G.P.F.	
xvii	If covered under G.P.F., whether G.P.F. amount had been transferred to the office of 3 <sup>rd</sup> 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 3 <sup>rd</sup> 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

**DETAILS OF 3<sup>RD</sup> SERVICE (IGNORE IF PRESENT SERVICE IS THE 3<sup>RD</sup> 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 3 <sup>rd</sup> service	Yes / No
		Order No.:
		Date:
xii	If the incumbent did not revert to the parent office, then order of termination of lien	Order No.:
		Date:
xiii	If the incumbent reverted to the parent office, whether that reversion took place within lien period	
xiv	Whether applied through proper channel for 4 <sup>th</sup> service	Yes / No
xv	Whether competent authority accorded permission to such application for new post	Yes / No
		Order No.:
		Date:
xvi	Whether covered under C.P.F./G.P.F.	
xvii	If covered under G.P.F., whether G.P.F. amount had been transferred to the office of 4 <sup>th</sup> 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 4 <sup>th</sup> 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

Particulars in regard to intermediate services rendered in any establishment on retention of lien in a post and subsequently reverted before termination of lien period, if any:

**DETAILS OF INTERMEDIATE SERVICE**

Name of the Officer:			Documentary evidence under C.P. No.
i	Released on lien	From the post of: To join as (Designation):	
ii	Details of Order of lien		Order No.: Date:
iii	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization		
iv	Appointing authority/Head of Office		
v	Whether applied through proper channel for the post		Yes / No
vi	Whether obtained N.O.C. from the authority in connection with the application for new assignment		Yes / No Order No.: Date:
vii	Whether covered under C.P.F./G.P.F.		
viii	Pension Rules/Scheme applicable		
ix	Date of Joining the post		
x	Joining order		Order No.: Date:
xi	Date of Release from the post		
xii	Release order		Order No.: Date:
xiii	Duration of service in the post		
xiv	Date of Joining the post on reversion in which lien was allowed		
xv	Joining order of reversion		Order No.: Date:

Signature of the Applicant :

Name of the Applicant :

Present Designation :

Present Place of posting :

Mobile No. (Optional) :

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

\* Part- I of the proforma is to be filled up by Administrative Department. Authenticated & attested documents/orders with proper mention of C.P. No., as and where applicable, are mandatory against each item.

\*\* Whether the incumbent has deposited the Prorata Pension & Prorata Gratuity alongwith interest, as applicable for such period(s) under proper Head of Accounts (ii) "Pension & Gratuity-0071-Contributions and recoveries towards Pension and Other Retirement Benefits-01-Civil-800-Other Receipts". (ii) C.P.F.- "0071-Contribution and recoveries towards pension and other retirement benefits 01-Civil-101-Subscriptions and contributions-003-Recoveries employer's share of CPF-10-Recoveries". (iii) For Interest - "0049-Interest receipts-04-Interest Receipts of State Govt.-800-Other receipts-024-Other items-07-interest."

However, direct deposit of the said amount in the respective Head of Account without approval/concurrence of the Finance (Pension Branch) Department will not be entertained. The prayer for counting of past service(s) may not be considered.

\*\*\* Service Book(s) related to all the services should be enclosed.

\*\*\*\* Strike off the column(s) which is not applicable.

**PART- II**

(For use of the Finance Department, Pension Branch)

Name of the Officer:				
1.	Whether the resignation(s) is/are to be treated as technical resignation or clear resignation	Service	Technical Resignation	Clear Resignation
		1 <sup>st</sup>		
		2 <sup>nd</sup>		
		3 <sup>rd</sup>		
		4 <sup>th</sup>		
2.	Observation/decision with reasons			
3.	Comments/Remarks			