

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT

**GROUP-J**

Writers' Buildings, Kolkata -700001

No. 061-F(J)/ FIN-22012/20/2025

Date: 19.03.2026

MEMORANDUM

Sub: Recording of GISS subscription in the Service Books of State Government employees

It has been brought to the notice of this Department that entries of GISS contributions have been lying pending in respect of Government Officers of various Constituted and other Services under the Government of West Bengal due to non-availability of the information regarding GISS contributions from their respective Administrative Offices. As a result, pension processing of such Officers are being delayed and causing hardship to the Officers concerned.

After careful consideration, the Governor is hereby pleased to make the following advisory in continuation with this Department's Memorandum No. 11099-F dated 08.10.1987:

**“Notwithstanding anything to the contrary contained in any existing order, instruction or guideline, the Cadre Controlling Authority or, as the case may be, the authority having custody of the Service Book of the employee is hereby authorised to make, verify and attest the requisite entries relating to subscription under the General Insurance-cum-Savings Scheme (GISS) in the Service Book of the concerned employee for any missing or unrecorded period pertaining to the pre-HRMS era, i.e. for the period prior to April, 2016. Such entries may be made on the basis of duly authenticated Service Verification Certificate or other valid documentary evidence as may be acceptable to such authority.”**

This order issues with the concurrence of Group-P1, Finance Department vide their UO No. Group P1/2025-2026/0753 dated 30/12/2025.

By the Order of the Governor



Additional Chief Secretary  
to the Government of West Bengal

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**No.: 061/1(16)-F(J)**

**Date: 19.03.2026**

Copy forwarded for information to:

1. The Principal Accountant General (A&E).W.B, Treasury Buildings, Kolkata-700001.
2. The Commissioner (All).
3. The Secretary (All Departments of the State Government).
4. The Director (All Directorates of the State Government).
5. The District Magistrate/Judges (All Districts of the State Government).
6. The S.D.O (All Districts of the State Government). He is requested to circulate the Memo along with the enclosure to all offices under his jurisdiction.
7. P.S. to M-O-S (I.C), Finance Department, Government of West Bengal.
8. P.S. to A.C.S., Finance Department, Government of West Bengal.
9. The Deputy Secretary, Finance Department, Accounts Branch, Nabanna, Howrah-711 102.
10. The Deputy Secretary, Finance Department, Group-H, Writers' Building.
11. All the Treasury Officers including the Pay and Accounts Officer, Kolkata Pay and Accounts Office- I, II & III.
12. The Superintendent of Police (All Districts).
13. The D.T.A, West Bengal, Mitra Building, Lyons Range, Kolkata-01.
14. The Network Administrator, Finance Department, Nabanna, Howrah-711102. He is requested to upload this Memo in F.D's Website.
15. The Section Officer, Group-H, Finance Department, Govt. of West Bengal, Writers' Building/Nabanna.
16. Guard file.



OSD & EO Additional Secretary  
to the Government of West Bengal