



Government of West Bengal
Directorate of Treasuries and Accounts
Finance Department

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No. DT/O/2/N-2020/508

Date: 23.05.2025

CIRCULAR

Sub: Option to avail benefits under Old Pension Scheme to All India Service Officers covered under National Pension System (NPS) in the event of death during service or discharge due to invalidation/disability.

The Department of Personnel Training, Ministry of Personnel, Public Grievances & Pensions, Government of India vide Memo. No. 25014/01/2024-AIS-II (Pension) dt 09.05.2025 has provided the guidelines to avail the benefits under Old Pension Scheme by the All India Service Officers covered under National Pension System (NPS) in the event of death during service or discharge due to invalidation/disability.

The Department of Pension & Pensioners' Welfare, vide O.M. No. 57/03/2022-P&PW(B)/8361 dated 26.10.2022, has issued instructions for the implementation of Rule 10 of the CCS (Implementation of NPS) Rules, 2021.

In accordance with Rule 10 of the Central Civil Services (Implementation of National Pension System) Rules, 2021, every officer covered under the National Pension System (NPS) is required, at the time of joining Government service, to exercise an option in **Form 1** to avail benefits either under the National Pension System or under the Central Civil Services (Pension) Rules or the Central Civil Services (Extraordinary Pension) Rules, in the event of death during service, invalidation, or discharge on account of disablement.

All India Service Officers already in service and covered under the NPS are also required to exercise such an option in the prescribed **Form 1**.

The implementation guidelines are as follows:

1.
 - i. Every All India Service Officer, at the time of joining service, and opting for NPS, shall also submit their option in **FORM 1** (attached herewith) for availing benefits under the National Pension System (NPS) or under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, in the event of his death or boarding out on account of disablement or retirement on invalidation.
 - ii. They shall also submit details of their family members in the prescribed **FORM 2** (attached herewith).
2.
 - i. Existing All India Service Officers, who shall opt to remain covered under NPS, shall also submit their option in **FORM 1** for availing benefits under the National Pension System or

under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, in the event of his death or boarding out on account of disablement or retirement on invalidation.

- ii. They shall also submit details of their family members in the prescribed **FORM 2** (attached herewith).
3. The duly filled and signed option **FORM 1 & 2** shall be submitted to the Director, DTA-WB, acting as the State Nodal Officer (SNO) for NPS, through the concerned HOO. The State Nodal Officer shall inform the Central Recordkeeping Agency for their records.

The HOO shall also forward a copy of the option **FORM 1 & 2** to the respective Cadre Controlling Authority (CCA) of the concerned officer for necessary noting in the service book.

4. If the officer concerned has no family, he shall furnish the details in **FORM 2** as soon as he acquires a family. In the event of subsequent change in size of the family of the concerned officer, the same is to be communicated to the HOO. The HOO shall intimate the same to the Cadre Controlling Authority for noting in the Service book and to the State Nodal Officer for NPS for informing the Central Recordkeeping Agency.
5. As and when a disability referred to in the proviso to sub-rule (7) rule 22 of the All India services (Death-cum-Retirement Benefits) Rules, 1958 manifests itself in a child which makes him unable to earn his living, the fact shall be brought to the notice of the Head of Office, duly supported by a Medical Certificate from a Medical Officer, not below the rank of a Civil Surgeon. The Head of Office shall inform the same to the Cadre Controlling Authority.
6. The option exercised by an officer may be revised any number of times before the retirement of the officer, by submitting a fresh option to the Head of Office. The Head of Office, shall accept and forward a copy of the same, to the respective Cadre Controlling Authority and State Nodal Officer for NPS for necessary action at their end.
7.
 1. An officer who is discharged on invalidation or disability shall be given an opportunity to submit a fresh option at the time of such discharge, if the concerned officer so desires.
 2. Where such subscriber does not exercise a fresh option or is not in a position to exercise fresh option at the time of discharge, the option already exercised by the subscriber shall become operative.
8. In the case of death of a subscriber while in service, the last option exercised by the deceased subscriber before his death shall be treated as final and the family shall have no right to revise the option.
9.
 - i. If a subscriber fails to exercise the option and dies either before completing 15 years of service or within 3 years from the date of issue of this circular, his family shall be granted family pension under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, as applicable, as the default option.

- ii. If a subscriber is discharged from service on grounds of invalidation or disability, without having exercised the option and such discharge occurs either before completing 15 years of service or within 3 years from the date of issue of this circular, and the subscriber is unable to exercise the option at the time of discharge, he shall be granted invalid or disability pension under the relevant Pension Rules, as the default option.
- iii. In all other cases where no option was exercised by the subscriber, the claim of the subscriber, on discharge from the service and that of the family on death of the subscriber, shall be regulated by the PFRDA (Exits and Withdrawals under National Pension System) Regulations, 2015, as default option.
10. In cases where the option exercised by the officer becomes infructuous after his death for non-availability of any eligible family member for grant of family pension under the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or the Central Civil Services (Extraordinary Pension) Rules, such option would be deemed to have become invalid and the benefits admissible under the National Pension System shall be granted to the legal heir(s) of the employee in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015.


Randhir Kumar, IAS
Director of Treasuries & Accounts
Finance Department
Government of West Bengal

Date: 23.05.2025

No. DT/O/2/N-2020/508/1 (300)

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Director (Services), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India, North Block, New Delhi-110001.
3. The Additional Chief Secretary/Principal Secretary/Secretary _____ Department
4. The Resident Commissioner, New Delhi
5. The District Magistrate _____
6. The Sub-Divisional Officer _____
7. The Pay & Accounts Officer- I/II/III/ New Delhi
8. The Treasury Officer _____
9. National Securities Depository Limited (NSDL), 5th Floor, the Millennium, Flat No. 5W, 235/2A, Acharya Jagadish Chandra Bose Road, Kolkata – 700020.
10. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload a copy of this circular in the website of the Finance Department.

Joint Director of Treasuries & Accounts
Finance Department
Government of West Bengal

Form 1

Option to Avail Benefits in case of death or discharge on invalidation or disability of member of service or subscriber during service

I, _____, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits under All India Services (Death-cum-Retirement Benefits) Rules, 1958 or Central Civil Services (Extraordinary Pension) Rules, as the case may be, may be paid to me or my family.

OR

I, _____, hereby exercise option that in the event of my discharge from service on the account of disability or retirement from service on account of invalidation or death during service, benefits may be paid to me or my family, as the case may be, based on the accumulated pension corpus in the individual pension account under the National Pension System.

Signature of Member of service /subscriber

Name _____

Designation _____

Service and Cadre _____

Office _____ in _____ which _____ employed

Telephone _____

Place and date: _____

This option supersedes any other option made by me earlier.
Completely strike out the benefits for which option is not intended to be made.

(To be filled in by the Head of Office or authorised Gazetted Officer)

Received the option dated _____, made under Department of Personnel & Training letter No.25014/01/2024-AIS-II(Pension) dated __.03.2025, by _____ Shri/Smt./Kumari _____, Designation _____, Office _____.

Entry of receipt of option has been made in page _____ Volume _____ of Service Book.

Signature

Name and Designation of Head of Office or authorized Gazetted Officer with seal

Date of receipt _____

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the member of service who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his or her death or invalidation.

FORM 2

Details of Family

Important

- (1) The original Form submitted by the member of service of subscriber is to be retained. All additions or alterations are to be communicated by the member of Service or retired member of service or subscriber along with the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office. No new Form will substitute the original Form. However, the retiring subscriber should submit the details of family afresh at the time of retirement.
- (2) The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.
- (3) The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.
- (4) Wife and husband shall include judicially separated wife and husband.
- (5) The retired member of service shall attach the details of change in family structure after retirement in the proforma prescribed under Dept. of P.& P.W., O.M No. 1(23)-P.&P. W/91-E, dated the 4th November, 1992.
- (6) Copies of birth certificates to be attached. Copies of any other relevant certificates, if available, should be attached.

Name of the member of service or subscriber		Designation, service and cadre		Nationality	
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Sl. No.	Name (please see notes below before filling)	Date of birth in DD/MM/YY format	Aadhaar No. (optional)	Relationship with Government servant or retired member of service or subscriber	Marital status	Remarks	Dated signature of Head of Office or Designated Authority for the purpose
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							
6.							

Details of family members:

I hereby undertake to keep the above particulars up to date by notifying to the Head of Office

any addition or alteration.

E-mail (Optional):

Place:

Mobile:

Date:

Signature

Providing Aadhaar No. is optional. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI, for pension related purpose only, is presumed.