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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**MINORITY AFFAIRS & MADRASAH EDUCATION DEPARTMENT**  
**“NABANNA”, 325, Sarat Chatterjee Street, Howrah, Pin-711 102**

No. 1260—MD/0/14M-24/10 Pt-I

Dated 12th June, 2017

**NOTIFICATION**

Aliah University was established in 2007 after promulgation of the Aliah University Act, 2007. At present the University is running in full swing being equipped with Academic Staff and other related staff with objects to create education opportunities for higher education and studies amongst the Minorities. The question of introduction of Death-cum-Retirement Benefit Scheme for the employees (Teachers, Officers and non-Teaching Staff) of this University is under consideration of the State Government for some time past. The Pay Committee constituted for the non-Teaching employees of the State-aided Universities and the Executive Council of the University in its meeting dt. 29.12.2011 has approved the introduction of DCRB Scheme for the employees (Teachers, Officers and non-Teaching Staff) of the University.

Now, after careful consideration of the recommendations made by the Pay Committee and Executive Council of the University, the Governor has been pleased to approve the benefits of Pension Scheme as annexed in respect to the employees (Teachers, Officers and non-Teaching Staff) of the Aliah University and also to approve the Scheme following the Provisions as laid down under G.O. No. 85-Edn (U) dt. 31.01.2000 and other related G.O.s of Higher Education Department mutatis-mutandis for the employees (Teachers, Officers and non-Teaching Staff) of the University subject to the condition that teachers/officers previously appointed under any State-aided University/ State Government College must apply to the University along with documents for counting their past services for Pension benefits if he/she belonged to the Pension Scheme under the University/College in the past occasion. The teachers migrated from Central University/Other State-aided Universities/Other State Government must apply to this University through proper channel & after obtaining proper permission for counting the past service for Pension along with consent letter of the authorities of the organization that they will shoulder the liabilities for the Pension contribution for the service rendered in the organization. If the previous service under the Central/Other State Government-aided Universities was under the benefit of CPF Scheme, the refund of employer's share of CPF along with interest is required for counting of past service with the service under Aliah University.

This order is issued under the concurrence of Finance Department vide U.O. No. 299-F (Pen) Dt. 05-10-2016.

*Principal Secretary*  
*to the Govt. of West Bengal*

**Death-Cum-Retirement Benefit Scheme, 2017****ANNEXURE-I****To Memorandum No. 1260–MD/O/14M-24/10 Pt-I Date: 12-06-2017****SCHEME****Preliminary**

1. This scheme will be called the “Death-cum-Retirement Benefit Scheme, 2017 for the employees of Aliah University”.
2. It shall be deemed to have come into force with immediate effect.
3. This scheme shall apply to teachers, officers and other non-teaching employees of Aliah University (State-aided University) who have been appointed on whole time basis against the posts and scales as approved by the State Government from time to time. The application of this scheme in Aliah University shall, however, be subject to approval of the MA & ME Department of this Government.
4. In this scheme unless there is anything repugnant in the subject of context:
  - (a) Basic Pay means the pay which is admissible to be drawn by an employee monthly and which corresponds to a stage in the timescale of pay as approved by the State Government and attached to the post held by him/her similarly approved by the State Government.
  - (b) Employee means teacher, officer and other non-teaching employee of the University.
  - (c) Competent Authority means the appointing authority.
  - (d) Pension sanctioning authority means any officer authorized by the University in this behalf.
  - (e) Leave means any kind of leave admissible to an employee under the rules applicable to him/her.
  - (f) Audit Officer means Director of Pension, Provident Fund and Group Insurance, Finance Department, Govt. of West Bengal.
  - (g) Pension except when the term “Pension” is used in contra-distinction to gratuity, includes gratuity.
  - (h) Service Book means the document which contains the record of service of an employee.
  - (i) Emolument for Gratuity means total of Basic Pay drawn by the employees before retirement along with Dearness Allowance drawn on the Pay.
  - (j) Emolument for Pension means the emolument which the employee was receiving immediately before his/her retirement and includes – Pay only and any other allowances which may be specially classed as Pay by Govt.
    - i) Pay means the amount of remuneration drawn monthly by an employee as the pay which has been sanctioned for the post held by him/her substantively or in an officiating capacity.
    - ii) Personal Pay means additional pay granted to an employee to save him/her from loss of pay due to revision or reduction of pay otherwise than was a disciplinary measure or in exceptional circumstances on other personal consideration.
    - iii) Dearness Pay means such portion of Dearness Allowances as has been declared by the State Government as Dearness Pay.

**NOTE :** If an employee before his/her retirement or death has been absent from duty on leave, his/her emoluments for the purpose of calculating pensionable service, gratuity and/or death-cum-retirement gratuity should be taken at that rate then it would have been, had he/she not been absent from duty.

Provided that this amount of pension and/or gratuity is not increased on account of increase in pay not actually drawn and that the benefit of higher officiating or temporary pay is given only, if it is certified that he/she would have continued to hold the higher officiating or temporary appointment but for his/her proceeding on leave.

Provided that if the emoluments which count towards pension are increased from a specified date, with financial benefit from a subsequent date such portion of emoluments though not actually drawn will form part of the emoluments for the purpose of pension and gratuity.



- k) "Family" includes the following relatives of an employee namely –
- A. For the purpose of death gratuity:
    - i) Wife in the case of a male employee.
    - ii) Husband in the case of a female employee.
    - iii) Sons including step-sons.
    - iv) Unmarried and widowed daughters including step-daughters.
    - v) Legally adopted sons/daughters (in case the employee is issueless).
    - vi) Brothers below the age of 18 years and unmarried or widowed sisters.
    - vii) Father.
    - viii) Mother.
  - B. For the purpose of family pension:
    - i) Wife in case of a male employee.
    - ii) Husband in case of a female employee.
    - iii) Minor sons including adopted sons upto the age of 25 years.
    - iv) Unmarried minor daughters including adopted daughters upto the age of 25 years or upto the date of marriage whichever is earlier.
    - v) Dependent parents.

NOTE : Adoption or marriage after retirement recognized for the purpose of family pension.

Age of superannuation is the age on completing which an employee must retire compulsorily and shall be sixty completed years of his/her (provided that in those cases where such retirement age is already fixed otherwise the same will continue for the existing incumbents only) except in cases of those employees where re-employment may be considered under any general Govt. order. There will however be, no extension or re-employment beyond the age of superannuation except in the case of those employees where provision for re-employment might have been allowed under any general Govt. order issued.

State Government means the Government of West Bengal in the MA & ME Department in case of the Aliah University.

5. Service Record : The full record of an employee's service rendered in different State Universities, Colleges and other Research Institute of repute run fully or partially with the financial assistance from the State Government and within the administrative jurisdiction of the Government of West Bengal from the date of first entry into regular service till the date of retirement shall be maintained by the University in the Service Book.
6. Service qualifying the pension :
- a) Continuous service of a whole time employee in a post and a scale of pay as approved by the State Government in any State-aided University in West Bengal shall count as qualifying service.
  - b) Continuous service rendered by an employee in an approved whole time post in any State Government establishment, Colleges affiliated to the State-aided Universities in West Bengal and other Research Institute of repute run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal will count towards the qualifying service.
  - c) Approved temporary service including approved service on leave or deputation vacancy in one or more Universities or Colleges of West Bengal shall count towards pension subject to fulfillment of other conditions for grant of pension.
  - d) All periods of authorized leave other than extraordinary leave without pay shall count towards qualifying service.  
Extraordinary Leave for medical purpose or prosecuting higher studies with the permission of Govt. shall count as qualifying service.
  - e) Period of suspension followed by reinstatement shall count towards qualifying service provided that it is treated as duty or leave by a specific order of the competent authority.

7. Date of Retirement : When an employee is required to retire on completing the age of superannuation as provided in rule 4 earlier the date on which he/she completes that age shall be reckoned as a working day and the employee shall retire with effect from the date following that date.

**N.B.** If the date of retirement of an employee falls on any date other than the last day of the month he/she shall be allowed to retire on the last day of the month (afternoon).

8. Eligibility of Pension :

Subject to satisfactory service, an employee shall be entitled to pension provided that the employee concerned has completed at least 10 years of qualifying service:-

- i) on completing the age of superannuation;
  - ii) on voluntary retirement after completing 25 years of qualifying service or fifty years of age whichever is later for teachers/officers, and 20 years for other employees provided three months notice has been served duly and accepted by the appointing authority.
  - iii) on being declared permanently incapacitated for further service by a duly constituted Medical Board comprising the Government Doctors duly approved by the respective CMO(H) and duly accepted by the concerned specialist/by the Syndicate/Executive Council.
  - iv) on termination of service due to abolition of the post. Any employee of the University having continued service in any State-aided University, College and/or other Research Institute of repute run fully or partially with the financial assistance from the State Government and within the administrative jurisdiction of the Government of West Bengal where the State Government takes the full liability for payment of pension and other retirement benefits to the pensioners of such Institution, for at least 10 years whether singly or combinedly in such Organization/Institution in succession immediately before the date of superannuation shall be eligible for the retiring benefits from the University where from he/she retires provided he/she shall serve the University concerned as permanent employee. If the employee comes from a Research Institute/ Organization or Colleges, where he is enjoying the benefit of CPF, the employee will be required to refund the employer's share of contribution to the State Government and the amount of his/her own contribution accumulated in his/her C.P.F. will be transferred to the G.P. Fund of the University where he/she joins and the same will be paid to him/her after retirement.
9. Rate of Pension :

The rate of pension will be 50% of the last pay drawn including stagnation increments for 20 years of qualifying service or more. When the qualifying service is less than 20 years, the pension will be pro rata less. However, the minimum pension will be Rs. 3300 and the maximum amount of pension will be Rs. 38,500/-per month.

The fixation of minimum and maximum pension will be regulated as per scales and norms of the University Grant Commission.

10. Gratuity :

- i) Retirement Gratuity – In addition to Pension to which he/she is eligible, a retiring Gratuity at the rate of one fourth of his emoluments for each completed six monthly period of qualifying service subject to maximum of  $16^{1/2}$  times the emoluments as defined provided that in no case it shall exceed Rs. 6,00,000/-.
- ii) Death Gratuity – When an employee dies while in service death gratuity will be payable to the nominee or surviving member(s) of the family at the following rate.

**Qualifying Service**

- a) Less than one year
- b) One year and above but less than five years
- c) Five years and above but less than twenty years
- d) Twenty years or more

**Amount of Death Gratuity**

Two times the emoluments  
Six times the emoluments  
Twelve times the emoluments  
Half of the amount reckonable for Gratuity for every completed six monthly period of qualifying service, subject to a maximum of Thirty Three times of emoluments.  
Death Gratuity in no case shall exceed Rs. 6.0 lakh.



#### 11. Dearness Relief :

In addition to pension as stated above Pensioners of the State-aided Universities shall get Dearness Relief as may be determined by the State Government from time to time for employees of the State-aided University.

#### 12. Commutation :

An employee who is eligible for the benefit of pension under this scheme shall be entitled to commute a lump amount at the rate to be determined by the State Government from time to time, not exceeding 40% of pension (except family pension) which has been or may be granted to him/her under this scheme, provided that an employee against whom any such proceedings has been instituted or continued shall not be permitted to commute any portion of his/her pension during the pendency of such proceedings.

An employee shall apply to the competent authority for commutation of a portion of his/her pension after he/she has retired.

The commutation of pension for the employees of the State-aided Universities shall be governed by the rules and regulations as may be framed from time to time by the State Government. Chart for rates of value of the commutation is annexed herewith. (Annexure-III)

#### 13. Family Pension :

Family Pension shall be granted to the members of the family of an employee who dies while in service after rendering at least one year's service. In case of death after retirement family pension shall also be payable to the members of the family of deceased pensioner of the University till death of such members provided at the time of death the employee was in receipt of pension.

Family pension at the enhanced rate :-

- i) In the event of death of an employee while in service the rate of family pension will be 50% of the pay last drawn provided the employee concerned has put in not less than seven years continuous service prior to his death. The family pension at the enhanced rate is payable for a period of 7 years from the date following the date of death or till the date on which the employee concerned would have attained the age of 67 years had he survived, whichever period is less.
- ii) In the event of death after retirement the family pension at enhanced rate shall be payable upto the date on which the deceased employee concerned would have attained the age of 67 years had he survived or for 7 years, whichever period is less. The amount of enhanced family pension shall not exceed the amount of original pension before the commutation sanctioned to the concerned employee.

Family pension shall be admissible :-

- a) in the case of widow/widower upto her/his death/re-marriage whichever is earlier;
- b) in the case of minor son until he attains the age of 25 years.
- c) in the case of unmarried daughter until she attains the age of 25 years or marriage whichever is earlier;
- d) in the case of dependent parents upto the date of their death or re-marriage whichever is earlier;
- e) family pension shall be payable to only one member of the family.

(Note: Provided other terms & conditions for enjoyment of retirement benefits in terms of the scheme are fulfilled).

#### 14. Restoration of Pension :

The commuted portion of pension will be restored after 15 years from the date of retirement.

15. State Government may consider extension of retirement benefit to employees (teachers, officers and non-teaching employees) who have joined any of the State-aided Universities after serving continuously in a University, College and Research Institute/Organization of national importance not being within the administrative jurisdiction of the State Government provided such University/College/ Research Institute/Organization of national importance pay the capitalized value of Gratuity and Pension as may be determined by the State Government and agree to extend the similar benefits and pension as may be determined by the State Government and agree to extend the similar benefits to any employee of the State-aided University in West Bengal on reciprocal basis.

16. In implementing the provision of this scheme if there is any difficulty the matter may be referred to the State Government for a decision and decision of the Pension Branch of finance department is binding and final.

17. The State Government at its discretion shall have power to relax any provision of the scheme in exceptional cases with prior consultation with the Finance Department.

## ANNEXURE – II

To Memorandum No. 1260–MD/O/14M-24/10 Pt-I Date: 12-06-2017

## ALIAH UNIVERSITY

## DECLARATION

I, Shri/Shrimati ..... declare that I would like to join the University service on and from ..... as ..... and my retirement benefit (Death-cum-Retirement Benefit) will be governed as per G.O. No. ....

I, hereby further declare that I have no objection if any Contribution to General Provident Fund is kept in the G.P.F. Account to be maintained by the Kolkata Pay & Accounts Office – II, Johar Building, P- I, Hyde Lane, Kolkata- 700 073.

I, further authorize the University Authority to take appropriate action to deposit the same with the Director of Pension, Provident Fund and Group Insurance, Finance Dept., Govt. of West Bengal at the appropriate time.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Countersigned

Address :

Head of Office

Accepted

Registrar

N.B.: To be filled up in duplicate at the time of joining the service. One copy is to be kept in the Service Book of the employee and the Second copy to be preserved by the P.F. Section of the University.

## ANNEXURE – III

To Memorandum No. 1260–MD/O/14M-24/10 Pt-I Date: 12-06-2017

The present rate of Commuted value of Pension payable under this scheme

Age on next birthday	Communication value expressed as number of year's purchase	Age on next birthday	Communication value expressed as number of year's purchase	Age on next birthday	Communication value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		