

GOVERNMENT OF WEST BENGAL  
OFFICE OF -----  
KOL

Memo No.

Date-----

From :

To :The Accountant General (A&E)W.B.  
Treasury Building,  
Kolkata - 700 001.

Sub: - Retiring/Family Pension and Gratuity/ Death Gratuity  
in favour of Sri/Smt. \_\_\_\_\_  
retired / expired on \_\_\_\_\_ .

The undersigned is to submit herewith the following relevant papers  
in connection with the retiring/ death gratuity and retiring/family  
pension of Sri/Smt./Late \_\_\_\_\_  
for favour of his necessary action please: -

**List of papers enclosed:**

<u>Sl.</u>	<u>Particulars</u>	<u>No.s</u>
1.	Single Comprehensive Form	1
2.	Formal application for pension in Form No. 5	1
3.	Original updated Service Book	1
4.	Last Pay Certificate	1
5.	Statement showing pension & gratuity calculation	2
6.	Application for drawal of Pension in Annexure 'A'	2
7.	Four copies of passport size photograph	4
8.	Four copies of LTI/Specimen signature	4
9.	Nomination for arrear pension	1
10.	Declaration under articles No. 911 & 920 C.R.S.	1
11.	No demand certificate/ Re-employment certificate	1
12.	Application for commutation in Form 'C'	2
13.	Death Certificate	1
14.	Form of Family Pension Annexure-1	1
15.	Form of application (Family Pension Scheme' 65)-Annexure-II	2

Signature of H.O.

Memo No.

Date -----

Copy forwarded for information and necessary action to-

1) Sri/Smt-----

Signature of H.O.