

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
(Establishment under W.B. Act XIV 1959)

Annexure – V
(Vide Regulation – 32)
Part – I

FORM OF APPLICATION

Application for a family pension for the family of Late Sri / Smt.

..... (Designation

Office / Department

1. Name of the Applicant :

2. Relationship to the deceased
Board Servant / Pensioner :

3. Date of death of the Board Servant / Pensioner :

4. Date of Retirement, of the deceased was Pensioner :

5. Name and age of surviving kindred of the deceased :

Widow/Widower	Name	Date of birth (By Christian era)
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Son.

Unmarried daughters.

Parents.

6. Name from where payment is desired :

7. Signature or left hand thumb impression
(in the case of those who are not literate
enough to sign their name).

8. Description roll of widow / widower / guardian of the
minor children / parents of late

a. Date of birth (by Christian era)

b. Height.

c. Personal marks, if any, on hand or face.

d. Left hand thumb and finger impressions.

Small finger, Ring Finger, Middle finger, Index finger, Thumb.

Annexure – V
Part – I (Cont.)

Attested by.

Witnesses

- 1)
- 2)

Note: The description roll (columns) and signature of left hand thumb and finger impressions accompanying application for family pension should be duplicate (in two separate sheets and attested by two gazetted Officials or persons of respectability in the town, village or paraganas in which the applicant resides)

Annexure – V (Contd.)

Part – II

FORM FOR SANCTIONING FAMILY PENSION.

1. Name of the Board Servant.
2. Father's Name (and also husband's name in case of a woman Board Servant).
3. Religion & Nationality.
4. Last appointment held including name of establishment.

5. Date of beginning of service.

Day	Month	Year

6. Date of end of service.

Day	Month	Year

7. Substantive appointment held.
8. Pension Regulation opted / eligible.
9. Length of continuous qualifying service prior to death.
10. Pay as per Regulation.

11. Amount of family pension admissible.

12. Date from which pension is to commence.

Day	Month	Year

13. Place of payment (Board office or by post).

The undersigned having satisfied himself of the above particulars of late Shri/Sm.....
..... hereby orders the grant of a family pension of
per month to Shri / Sm. which may be accepted
by the Audit Officer as admissible under the Regulations.

Signature and designation of
the sanctioning authority

To
The Chief Executive Officer,
West Bengal Khadi & Village Industries Board,
12, B.B.D. Bag,
Kolkata – 700001.

**Sub : Payment of Provisional Gratuity and
Pension and Leave encashment.**

Sir,

In connection with the above, without prejudice to any Rule & Order in this regard, I am to give undertaking to the effect that the Office is authorized to recover the amount of overpayment in the shape of arrear pay and allowances paid on fixation of pay. Subsequently found erroneous of Pension including gratuity and in payment of leave encashment and others.

Yours faithfully,

Dated :

Residential Address :

To
The Chief Executive Officer,
West Bengal Khadi & Village Industries Board,
12, B.B.D. Bag,
Kolkata – 700001.

**Sub : Surrender amount of Board's
Contribution to provident fund.**

Sir,

In connection with the above, without prejudice to any Rule & Order in this regard, I am to give undertaking to the effect that the Office is authorised to recover the amount of Board's Contribution along with interest which is to be surrendered to the Board from Gratuity and Pension.

Yours faithfully,

Dated :

Residential Address :

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
12, B.B.D. BAG, KOLKATA – 700001

Left hand fingering impression of

.....

			Attestation
1.	Left hand Thumb impression		
2.	Left hand Fore finger impression		
3.	Left hand Middle finger impression		
4.	Left hand Ring finger impression		
5.	Left hand Little finger impression		

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
12, B.B.D. BAG, KOLKATA – 700001

Specimen Signature of

1.	
2.	
3.	

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
12, B.B.D. BAG, KOLKATA – 700001

Statement of Family Members of

Sl. No.	Name	Relationship	Age/Date of Birth

Dated: Kolkata.

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
(Establishment under West Bengal Act XIV of 1959)

(ANNEXURE – VI)
(Vide Regulation.....34)

FORMAL APPLICATION FOR PENSION

From :

West Bengal Khadi & Village Industries Board
12, B.B.D. Bag, Kolkata – 700001

To
The Chief Executive Officer,
West Bengal Khadi & Village Industries Board,
12, B.B.D. Bag,
Kolkata – 700001.

Sub : Application for sanction of Pension

Sir,

I beg to say that I am due to retire/ have already retired from my service with effect from the, my date of birth being

I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement, I desire to draw my pension and Gratuity from Head Office, Kolkata, West Bengal Khadi & Village Industries Board.

I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension/or gratuity is claimed herein nor shall I submit an application hereafter.

I enclose herewith :-

- i) two specimen signature of mine, duly attested,
- ii) three copies of joint photographs of self and wife/husband duly attested,
- iii) two slips each bearing my left thumb and finger impression,
- iv) two slips each showing particulars of height and identification marks.

My permanent address is
and my address later will be

Signature

Dated :

Designation

Note : Any subsequent change of address should be notified to be Head Office.
Item (iii) is required only in the case of persons who are illiterate and can not sign their names.