



प्रधानमुख्यआयकरआयुक्तकार्यालय, पश्चिमबंगालऔरसिक्किम
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, WEST
BENGAL & SIKKIM**

Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069
Section: ITO, Hqrs.(Admn. & TPS)-1, Kolkata
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No. Pr.CCIT/WB&S/ ITO Admn.1/F-139/ C. Pension Cell /24-25/

Dated:

OFFICE ORDER No.- 85 of 2024

**Sub: Centralization of pension cases under the Pension Payment Order issuing
Authority of ZAO,CBDT,Kolkata.**

In order to streamline the processing of pension papers of the retiring **Group A officers** under the Pension Payment Order issuing Authority of ZAO,CBDT,Kolkata,the guidelinesof which is outlined as follows :

2. (a) The processing of pension papers i.r.o **Group A officers** under the **Pension Payment issuing Authority of ZAO,CBDT,Kolkata** is to be initiated for the time being from the Centralized Pension Cell,Kolkata under the administrative control of Pr.CCIT,WB & Sikkim except the mufassil stations (i.e. Haldia, Midnapore, Nadia, Murshidabad, Hooghly & Andaman & Nicobar Islands) whose retirement cases are to be processed by the respective Heads of Office.

(b) The ITO,Hqrs.,Pension,Kolkata shall issue letter to the respective Heads of Offices to forward the service book of all the retirees to the Centralized Pension Cell **at least eighteen months prior to the date of retirement.** The respective Heads of Office shall forward the service book forthwith forsmooth processing of the pension papers.

(c) On receipt of the respective service book from different offices, the ITO,Hqrs.,Pension,Kolkata shall carry out attestation of the entries in the service book relating to leave, increment, promotion, service verification and all other related entries **on receipt of necessary applications/documents duly certified by the respective Competent Authority(s)** , as the case may be.

Contd.. Pg/2

(d) The codes of the respective DDOs are to be migrated by the ITO,Hqrs.,Pension,Kolkata, to the code of the DDO to Pr.CCIT,WB & Sikkim under intimation to the Bhavishya Portal Technical Team for the purpose of processing the pension and retirement benefits only.

(e) To facilitate the processing of pension papers, all the Heads of Offices are hereby directed to adhere strictly to the DoP & PW's OM dated 16.09.2015 regarding verification of qualifying service after 18 years of service and 5 years before retirement. Necessary direction is hereby given to the respective Heads of Offices for completion of verification and consequential issuance of Form 24 to the respective officers/officials before forwarding the service books to the O/o the ITO,Hqrs.,Pension,Kolkata.

(f) Payment of provisional pension, if any, under Rule 64 & 69 of CCS Pension Rules, 1972 shall continue to be dealt by the office(s) in which the officer is posted at the time of his/her superannuation/compulsory retirement etc.

(g) The above provisionis for the limited purpose of processing of pension papers and consequent retirement benefits i.e e-PPO, Gratuity, Commuted value of pension, CGEGIS and Leave encashment.The final payment of GPF will be processed by the Head of Office/DDO from which the Officer/Official is retiring.The Budget Sanctioning Authority i.r.o expenses other than the retirement benefits shall continue to be the respective Head of Office/DDO. Any revision of pay and related issues consequent to retirement will be carried out by the Head of Office from which the incumbent has retired.The service book, in original, will be returned to the respective Head of Office after scanning and the soft copy will be preserved with the Centralized Pension Cell for future reference.

(h) **The Centralized Pension Cell will be operational as per the above norms with immediate effect and shall deal with the pension cases of Officers who are due to retire w.e.f 01/01/2025. However, the cases of the officers who are due to retire after 31/10/2024 and where Form-24 prior to retirement has been issued by the respective Heads of Office, but are pending for submission/processing before the O/o the ZAO,CBDT,Kolkata, may be forwarded to the Centralized Pension Cell for further processing.**

(i) All Category-II Family Pension applications received in the Centralized Pension Cell will be processed in this Cell itself.

(j) This order supersedes the Order No.-79 of 2023 dated 08/08/2023 issued from the file of even number of this office.

This issues with the approval of the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim region and with immediate effect.

sd/-

(आनन्द कुमार सिंह) (Anand Kumar Singh)

आयकर आयुक्त (प्रशासन व क०द०से०), कोलकाता,

CIT (Admn. & TPS), Kolkata.

कृते प्र.मु.आ.आ.प.बं व सि. For Principal CCIT WB & Sikkim.

M. No. Pr.CCIT/WB&S/ ITO Admn.1/F-139/ C. Pension Cell /24-25/

Dated: 06.09.24

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Copy forwarded for information and necessary action to :

- 1) DGIT(Inv),WB, Sikkim & NER./All CCsIT.
- 2) All HODs/HOOs under the administrative control of PCCIT,WB & Sikkim.
- 3) The ZAO,CBDT,Kol.

Dy 6/9/24

(सोमा याज्ञिक) (Soma Yagnik)

आय. अधिकारी मुख्या(प्रशा. एवं कर दाता सेवाएँ)-1, कोलकाता

ITO,Hqrs (ADMN & TPS)-1, KOLKATA

कृते प्र मु आ आ ,प.बं व सि. For Principal CCIT WB & Sikkim