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Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, 6th Floor,
Salt Lake, Kolkata-700091

No. 971 -Edn(CS)/ 5P-12/2026

Date: 17th Aug, 2026

Memorandum

Subject: - Standard Operating Procedure (SOP) for Counting of Past Service towards Pensionary Benefit only in respect of the employees of the Govt. aided Colleges of West Bengal from Other Govt. aided Colleges of West Bengal.

Whereas formulation of a Standard Operating Procedure (SOP) for counting of past service in respect of employees of Govt. aided Colleges has been under the consideration of the State Govt. for some time past;

And whereas, presently the counting of past service towards pensionary benefit i.r.o employees of Govt. aided Colleges is done **following the format in Annexure – P of Order No. 249-F (Pen) dated 27.05.2019 as applicable in case of Govt. employees. In no cases employment in Private Organization can be counted for pensionary benefits;**

And whereas as per extant provisions and guidelines in Para-7 of the West Bengal Govt. aided College teachers' DCRB Scheme issued vide No. 1097-Edn (CS) dated 31.05.1978 read with No. 2383-Edn (CS) dt. 25.11.1991 and the West Bengal Non-Govt. College Employees and Day Students' Home Employees DCRB Scheme issued vide No. 1955-Edn (CS) dated 23.12.1981 read with No. 2384-Edn (CS) dt. 25.11.1991 and as approved by Finance Department (Pension Branch) vide U.O No. Pension/2026-2027/0054 dated 09.06.2026; henceforth the Higher Education Department be entrusted with taking necessary steps towards disposal of the 'Past Service counting matters' for pensionary benefits only in respect of the **employees** (teaching and non-teaching) under **the above mentioned DCRB Schemes**. However, the issue of pay protection is to be taken up with Group P1 of the Finance Department as usual **as per extant provisions;**

And whereas for consideration of the Past Service counting cases and subsequent approval, all the Govt. aided Colleges are to refer such cases to this Department through the concerned Directorate;

Now, the Governor is pleased to lay down the following Standard Operating Procedure (SOP) with the objective of establishing a simplified procedure for processing cases related to the counting of past service :-

A. Procedure to be followed by the Incumbent:

The incumbent, upon being **confirmed in the present service**, shall apply to the **College Authority** with the following documents:

1. **Application** for counting of past service on plain paper with detailed address for further communication.
2. **Annexure 'S'** duly filled-in as appended to this SOP.
3. Incumbent needs to submit attested copies of all the supporting documents as mentioned in Annexure S.

4. All PF/GPF/CPF related particulars. In case of transfer of PF/GPF proper documentary evidence required to be produced.
5. The incumbent must mention the proper pension rules/scheme applicable for past & present services.
6. Normal transfer from one school/college to another will be treated as one service. Incumbent is hereby advised to fill up the Annexure S accordingly.

B. Procedure to be followed by the College Authorities:

The College Authority will examine the documents submitted by the incumbent and forward the same to the concerned Directorate with the following additional documents:

1. Original Service Books of past and present services with up-to-date entries and up-to-date service verification done by the competent authority with signature, date and official seal.
2. All pages of the filled in Annexure 'S' duly signed with date and official seal by the Governing Body President / Administrator in case of Principal of the college or Principal/Vice-Principal/Teacher-in-Charge in case of other employees of the college.

C. Procedure to be followed by the Directorate:

The Director of Public Instruction, WB /Officer entrusted by the DPI, WB will examine the documents submitted by the College Authorities and if the documents are in order the same may be forwarded to this Department with proper authentication of all the pages of Annexure 'S'.

D. Function of this Department:

- (a) This Department shall examine whether i) the previous service was continuous and uninterrupted, ii) present service is confirmed, iii) resignation from previous service is technical i.e. whether the incumbent applied through proper channel to appear in the recruitment Examination for next service and whether the competent authority accorded permission to appear for the same, iv) covered under C.P.F./G.P.F. [If previous service is covered under C.P.F., whether C.P.F. (employer's share) along with interest, as applicable, had been transferred to the office of next service in the Govt. Exchequer with prior permission of the Finance Department, Pension Branch and if previous service is covered under G.P.F., whether G.P.F. amount had been transferred to the office of next service], v) all other conditions as stipulated in Annexure-"S" have been fulfilled.

- (b) The Head of this Department has been entrusted with the authority towards approval of the cases related to Counting of Past Service in respect of the Employees under the said DCRB Schemes towards pensionary benefits only.

E. The following cases may be forwarded to Finance Department, Pension Branch for necessary views/concurrence:

1. In cases where there is any contravention of the extant provisions in the said DCRB Schemes or discussion in materials on record.
2. If in any of the previous services, an employee was under CPF scheme/ NPS Scheme/ UPS Scheme.
3. If there is any unauthorized absence of any employee which make difficulties in calculating the qualifying service
4. If any departmental or judicial proceeding was there against the incumbent for a specific period

of time.

5. In all other cases, where the employees of State/Central Government or Undertakings/Corporations/Autonomous Bodies/Statutory Bodies/Semi Govt. organizations /Board etc. of State/Central Government etc. who subsequently joined services under the said DCRB Schemes.
6. In cases, where there is issue of deposition of Pro-rata pension and Pro-rata Gratuity along with interest.

This order is issued with the concurrence of Finance Department, Pension Branch, vide their U.O. No Pension/2026-2027/0094 dated 14.08.2026 read with U.O. No Pension/2026-2027/0054 dated 09.06.2026 and shall take immediate effect.

Aban
Deputy Secretary
to the Govt. of West Bengal

No. 971/1(11) -Edn (CS)/ 5P-12/2026

Date: 17th Aug, 2026

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Building, Kolkata-700001.
2. Special Commissioner, College Sponsored Branch, Higher Education Department.
3. The Director of Public Instruction, West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700091. She is requested to disseminate this memorandum among all the institutions under her administrative control.
4. Special Secretary, Finance Department, Pension Branch.
5. OSD & E.O. Additional Secretary, Finance Department, Pension Branch.
6. FA & E.O. Additional Secretary, Higher Education Department
7. Additional Secretary, College Sponsored Branch, Higher Education Department
8. The Private Secretary to the HMIC, Higher Education Department.
9. The Sr. P.S. to the Additional Chief Secretary, Higher Education Department.
10. IT Cell, with a request to upload in the Department's Website.
- ✓ 11. Office Copy.

Aban
Deputy Secretary
to the Govt. of West Bengal