



**Government of West Bengal**  
**Office of the District Inspector of Schools**

Secondary Education : Bankura  
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**Memo No-9/S**

**Date 18/05/2020**

**From: The District Inspector of Schools (SE), Bankura**

To: All the HOI of Jr. High/High/HS Schools /Madrasahs under the control of this Office.

**Sub: Submission of Revision of Pension cases due to ROPA 2019**

In reference to the subject noted above, this is to inform all HOI under the control of this office that due to implementation of ROPA 2019, a good number of pension cases will be handled in order to issue revised Pension Payment Order. This office has already issued letters bearing no 805/S dated 28.04.2020 and 806/S Dated 29.04.2020 requesting update of salary profile of retired /expired employees. Now In order to expedite the revision of pension within a very short period this office is going to develop some online mechanism with the help of the concerned HOIs. They are requested to submit documents as noted below for speedy disposal of revision pension cases under ROPA 2019.

1. Forwarding letter of the HOI ( as per given format attached with this order).
2. Comparative statement of salary from the date of option to the date of retirement/death ( as per given format attached with this order).
3. Option form (Annexure- II). of the retired employee duly accepted by the HOI or by the President/Administrator in case of retired HM.
4. Fixation format (Annexure- III) of the retired/ Expired employee. (May be prepared with the help of offline utility available in our website [www.disebankura.in](http://www.disebankura.in) )
5. Copy of the PPO.

**Points to be noted:-**

- a) All the documents noted in serial No. 1 to 5 signed by HOI and embossed with seal, have to be sent in the form of scan copies through email in the [epensionsebankura@gmail.com](mailto:epensionsebankura@gmail.com). Separate mail is to be sent for individual cases. **HARD COPIES are to be preserved for offline submission as and when asked from this end.**
- b) For Fixation Format (Annexure - III) the HOI may take the help of the offline excel utility and can easily generate Annexure III if required **but after that the following form should be filled up separately for each employee. This form should be filled up only once.**  
Form link: <https://forms.gle/iMSrFr5Tm4sbgDd7> (or fill it from our website [www.disebankura.in](http://www.disebankura.in) )
- c) Name of the Sub-Division and subject '**Submission of Revision Pension 2019**' must be there with every mail. Email sent elsewhere other than [epensionsebankura@gmail.com](mailto:epensionsebankura@gmail.com) will not be entertained.
- d) The HOI must e-submit an online e-pension file of the retired/ death employee. Without e-submission, documents sent through email will be considered as incomplete submission. This office will not be responsible for such incomplete submitted pension cases.

  
18/05/2020

District Inspector of Schools (SE)  
Bankura

SPECIMEN FORWARDING LETTER

\_\_\_\_\_ School P.O. :- \_\_\_\_\_

Block: \_\_\_\_\_ Sub-Division : \_\_\_\_\_, BANKURA.

Contact No of HOI: \_\_\_\_\_

Memo No:

Date:-

To : The District Inspector of schools(SE), Bankura.

**SUB:-** Submission of Revision e-Pension Papers of

Sri/Smt \_\_\_\_\_

Rtd/Died ( H,M/A.T/Librarian/Clerk/Gr-D) of this school in terms of your office

Memo No \_\_\_\_\_/S Date: \_\_\_\_\_

Sir,

In connection with the above stated subject I am submitting herewith following papers/documents of Sri/Smt \_\_\_\_\_ Pensioner (Rtd.H,M/A.T/ Librarian /Clerk / Gr-D) of this school for necessary action.

1. Comparative Statement of salary.
2. Form of option (Annexure-II)
3. Form of Fixation (Annexure-III)
4. Copy of Pension Payment Order (P.P.O)

**Signature of the HOI with date & Seal**

## COMPARATIVE STATEMENT OF SALARY

\_\_\_\_\_ School P.O. :- \_\_\_\_\_

Block: \_\_\_\_\_ Sub-Division : \_\_\_\_\_, BANKURA.

**Name of the Pensioner (Block Letter) :**

**Designation held at the time of Retirement:** ( H.M /A.T/Librarian/Clerk/Gr-D).

**P.P.O No-**

Pay as per ROPA'09						Pay as per ROPA'19		
Date	Pay in the Pay Band (Rs)	Grade Pay (Rs)	A.G.P. (Rs)	Basic Pay (Rs)	Remarks	Date	Pay (Rs)	Level & Cell No.

**Signature of the HOI with date & Seal**