



Government of West Bengal
Office of the District Inspector of Schools (S.E.), Bankura
Shiksha Bhavan, School Danga, Bankura, 722101
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Memo No. 845/S

Date: Bankura, the 22nd June, 2020

From : The District Inspector of Schools (S.E.), Bankura.

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

Sub : Processing and submission of Application for Revision of Pension as per ROPA2019 through e-pension portal.

In reference to the above noted subject the undersigned has to inform that this office has to work with a good number of such pension cases with very limited manpower. For speedy disposal of the Revision of Pension applications, necessary action may be taken as noted below :-

1. Revision of Pension application has to be made through e-pension portal. Service/Help Manual is available in the said portal for ready reference.
2. Pension file for Revision of Pension has to be submitted to this office with the following documents
 - i) Forwarding Letter of the HOI.
 - ii) Copies of Part I, Part II and Part III duly signed by the HOI.
 - iii) Original Service Book with revised entries of pay as per ROPA 2019.
 - iv) Three sets of original Option(Annexure-II) and Fixation (Annexure-III) Format duly signed by the pensioner and accepted by the HOI, incase of HOI it should be accepted by the President of Managing Committee/Administrator and in absence of valid M.C/Administrator the Option is to be accepted and signed by the A.I/S of the concerned Sub-Division, as the case may be. **Special attention to be given for fixation of AHM & HM . Additional Grade Pay must be excluded at the time of Fixation.**
 - v) Copy of PPO which should be clear enough for going through and duly attested with date & seal.
3. Collection of Service Book and submission of the Revision of Pension application to be done on Monday, Wednesday and Friday of every week. **Monday** (Bankura Sub-Division), **Wednesday** (Khatra Sub-Division) and **Friday** (Bishnupur Sub-Division).
4. If there is any case where original Service Book is not traceable even after enough effort. Service Book have to be reconstructed with the help of School documents and to be submitted along with the Revision Pension application.
5. **Required papers for Revision of Pension of each employee has to be submitted in a separate cover file mentioning School Name, Sub-Division name ,contact no of Pensioner & the HOI.**
6. Necessary safety measures to be taken from this end at the time of returning Service Book and receiving the pension files as per Covid 19 guidelines.
7. For any queries in this regard ,communication may be made with the pension cell of this office through email (epensionsebankura@gmail.com).

District Inspector of Schools (SE)
Bankura

22-6-20