

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.

ANNEXURE -VIII (Contd.)

Part II

1. Forwarded
- (Here enter the designation and address of the sanctioning authority)
2. Subject to the medical authority's recommending commutation the lump sum payable will be as stated below :-

Sum payable if the commutation becomes absolute before the application next birthday which fails on

On the basis of normal age is
 Years..... do..... plus Rs.....

1. Years, do Years, Rs.....
 -do- -do-
2. Years, i.e Years, Rs.....
 -do- -do- plus.
3. Years, i.e Years, Rs.....
 -do- -do- plus.
4. Years, i.e Years, Rs.....
 -do- -do- plus.
5. Years, i.e Years, Rs.....
 -Do- -Do- Plus.

Sum payable if the commutation becomes absolute age the Applicant's next day / before His next birth in one.

6. On the basis of normal age i.e.
 Years, Rs.....
1. Years, do Years, Rs.....
 -do- -do-
2. Years, i.e Years, Rs.....
 -do- -do- plus.
3. Years, i.e Years, Rs.....
 -do- -do- plus.
4. Years, i.e Years, Rs.....
 -do- -do- plus.
5. Years, i.e Years, Rs.....
 -do- -do- Plus.

3. The sum will be charged on

Station

Dated

Signature and designation
 Of Accounts Officer.

to
The Chief Executive Officer,
W.B.Khadi & V.I.Board,
12, B.B.D.Bag,
Kolkata-700091.

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 authorised 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 encashments.

Yours faithfully,

Dated:

Residential Address:

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD

12, B.B.D.BAG : KOLKATA-700001

website: www.wbkvib.org.in

Statement of Family Members of

Sl. No.	Name	Relationship	Age/ Date of Birth

Dated, Kolkata.

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
12, B. B. D. BAG, KOLKATA - 700 001.
Website : www.wbkvib.org.in

Specimen signature of

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		Attestation
1).		
2).		
3).		

WEST BENGAL KHADI & VILLAGE INDUSTRIES BOARD
12, B. B. D. BAG, KOLKATA – 700 001.
Website : www.wbkvib.org.in

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.		