



**Office of the Accountant General (A&E), West Bengal
Treasury Buildings, Kolkata – 700 001.**

CIRCULAR

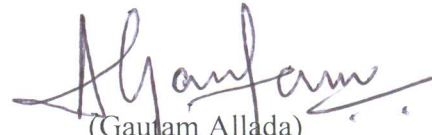
WM/CAG/10/1369

Dated 14.09.2017

Subject :Details of employees retiring within next 12-15 months in respect of DAOs/DAs.


In terms of O.M No CPAO/IT&Tech/Single Window Service/2016-17/54/62 dated 14th June 2016 of the Government of India, Ministry of Finance, Department of Expenditure, Central Pension Accounting Office read with this office letter no PAO(A) Pen/Retiring list/2017-18/out/180 dated 30th August 2017 all the DAOs/DAs retiring within next 12-15 months shall fill up the information as per the proforma enclosed herewith. Duly filled in proforma shall either be submitted to WM section or sent through e-mail to **(sheess.wbl.ae@nic.in)** after scanning(in PDF format only) within 7(seven) days from the date of publication of this circular.

Encl-As stated


(Gautam Allada)
Dy. Accountant General (A/Cs & VLC)

Copy forwarded to:-

1. Secretary to the Accountant General (A&E), West Bengal.
2. Accounts Officer/ITSC with the request to upload the office order in the Accountant General's (A&E, WB) web-portal.
3. The Divisional Officers of all the Divisions in West Bengal with a request to brought the contents of the circular to the notice of the DAO/DA posted under them.
4. Notice Boards.
5. IAO,O/O The A.G(A&E) W.B, Treasury Building, Kolkata- 700001.
6. Sr. A.O/Admn I, O/O The A.G(A&E) W.B, Treasury Building, Kolkata- 700001.
7. PAO(Pen).
8. File (with 2 spare copies)s.


(S. S. Shee)
Sr. Accounts Officer(W.M)

Format for Sending list of quarterly list of Government Servants
retiring within next 12 to 15 months

01. Serial Number:-
02. Date of retirement/Date of death:-
03. Retiree Name/Name of deceased:-
04. Gender:-
05. Designation:-
06. Type of Pension:-
07. Mobile Number:-
08. PAN Number:-
09. Aadhar Number:-
10. Email ID:-