



Kolkata Port Trust
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No. Fin/PSLI/10/1510

योजना विभाग / Planning Department
कोलकाता पत्तन त्ৰास्ट
Kolkata Port Trust

Finance Department

पंजी सं.
Sl. No. 369 / DP/10
दिनांक/ Date. 9/2/10

Dated 08/02/2010

All Heads of Department

Secretary/DMD/Chief Engineer/Director(P&R)/ Legal Advisor/
Traffic Manager/ CMO/CHE/CVO/ Land Manager(I/C) / CMM(I/C)/
CME(I/C) /LA&IRO(I/C)

Handwritten signature and date: 9/2/10

SUB : Issuance of Duplicate Pension Card to Pensioners / Family Pensioners

It has been decided by the competent authority that in cases of pensioners / family pensioners whose Pension Identity Card / PPO Book is lost or worn out , upon application being made by them, duplicate Pension Identity Card /PPO Book may be issued to them after observing the following procedures :

- A general Diary before the police authority is to be submitted in original regarding loss of identity card.
- The 'L' Form containing particulars of dependent family members of the pensioner, duly certified by the concerned Department in which the pensioner last served, is to be submitted .
- 4 (four) copies of the joint photograph of the pensioner with his spouse duly attested by local Anchal Pradhan of the Panchayet / Councillor of local Municipality, M.P., MLA, Gazetted Officer, Officer of Major Port Trust etc. are to be submitted. The name of the employee as well as the spouse is to be written over the Photograph itself before attestation.
- The Voter Identity Card of both the ex-employee and his spouse is to be submitted for internal check. In case the voter Identity card of the ex-employee or spouse is not available, then a letter of introduction, affixing the photo of the ex-employee and his spouse duly attested by a Gazetted Officer not below the rank of BDO is required to be submitted.
- In case a family pensioner applies for issuance of duplicate Pension card, her Voter Identity Card or a letter of introduction affixing the photo of the claimant duly attested by a Gazetted Officer not below the rank of BDO is required to be submitted. Four copies of photograph of the claimant duly attested by local Anchal Pradhan of the Panchayet / Councillor of local Municipality, MP, MLA, Gazetted Officer, Officer of Major Port Trust etc. are to be submitted. The name of the claimant is to be written over the Photograph itself before attestation.
- Rs. 50/- as token fees be deposited by the applicant to the Treasurer as miscellaneous charges for issuance of Duplicate Card.
- The name of the spouse is to be verified with the Pension case file of the Pensioner before issuance of duplicate Pension card. In case the name of the spouse is not found written in the pension case file, PF nomination record or the record kept in the concerned Department in which the employee last served is to be verified to ensure that the spouse is not post retiral.
- In case the name of the children below 25 years of age / handicapped children are mentioned in the 'L' Form, the name of the children is to be verified with the Pension case file / PF nomination record / declaration made by ex-employee in the department during his service tenure before recording the name of such children in PPO Book as prospective family pensioner after death of the pensioner.
- Since all the pensioners are getting pension from Bank and their Roll No. are their identity, the Roll Numbers should not be changed.
- Duplicate Pension Card is to be handed over to the Pensioner / family pensioner by Senior Accounts Officer, cash & Pay section on proper identification of the concerned pensioner / family pensioner as usual.

- k. The photograph on the Green Card prepared at the time of retirement of the employee and retained in Cash & Pay section is to be consulted in each case before issuance of Duplicate Pension card. In case a family pensioner applies for issuance of duplicate pension card, the photograph on the Green Card prepared initially after sanction of family pension is to be referred to before issuance of duplicate card.
- l. The new photo of the pensioner with his spouse is to be affixed on the original green card by Cash & Pay section for cross verification of the identity of the pensioner / family pensioner with remarks that duplicate pension card is issued.
- m. One set of duplicate Green Card is to be prepared by Cash & Pay section with the remarks 'DUPLICATE' on it and the duplicate Green Card is to be sent to the Bank with the instruction that the identification of the pensioner / family pensioner is to be made on the basis of the duplicate Green Card.

In view of the above, you are requested to extend your co-operation towards issuance of 'L' Form as per your record to the pensioners, attestation of the photograph of the pensioners, if possible, furnishing of declaration / nomination particulars left by the employee during his service tenure to Senior Accounts Officer, Pension Section , if requested, in order to exercise internal control and check about the identity of the pensioners / their family members and family pensioners.



8/2/10

(T.K. Mukhopadhyay)

Sr. Officer-on-Special-Duty(Finance)
For Financial Adviser & Chief Accounts Officer