



# KOLKATA PORT TRUST

कोलकाता पोर्ट ट्रस्ट

15, Strand Road, Kolkata – 700 001.

15, स्ट्रैंड रोड, कोलकाता - 700 001.

फोन: (033)2230-3451

फेक्स : 033-2230-6212

एक्सटेंशन : 304

Finance Department

No. Fin/PSLI/13/ 1297

Dated: 10/22.10.2013.

All Heads of Department

DMD / TM / CMO / CVO / CHE / CE / CME / LA / Secretary /

CMM (I/C) / LM / LA&IRO / Director (P&R).

## Circular

**Sub:** Wide publication in the Notice Boards of your departments in Hindi, English and Bengali regarding Enquiries, information pertaining to family pension, issuance of 'E' forms, and its receipts on specific days and hours in a week.

You are well aware of the fact that family pension cases are increasing manifold of late due to new entrants of family pension in the form of Unmarried, Widow and Divorced daughters of pensioners, whose claims for family pension require meticulous examination to ascertain the genuinity of their claim through an elongated process, their cases are also increasing by leaps and bounds. Overall, the entire family pension cases meant for widows, unmarried daughters, widow daughters and divorced daughters etc require immense time & efforts to accomplish.

Moreover, family pensioners' visit to this office at a regular interval all round the year for necessary inquiries and information as well as collection of 'E' forms and its submission is taking away plenty of time and consequently a little time is left to get the work of family pension done properly. In addition, due to void of a staff of the office, family pensioners cannot be entertained from this place whenever they visit this office for necessary inquiries or any sort of work pertaining to family pension.

Hence, the contemplating the present situation, appropriate authority has agreed and approved, that the family pensioners be allowed to meet the personnel of Pension Section at the office of the Senior Accounts Officer, Pension Section 15, Strand Road, Kolkata-700001 only on Monday, Tuesday, Wednesday and Thursday between 10 A.M. And 01.30 P.M in a week to provide them clarification/ details pertaining to information about Death of ex-employees, issuance of 'E' forms, submission of application or submission of family pension claim, progress of work of family pension etc.

In view of the above, you are requested to arrange for wide publicity among the staff members / ex-employees / family pensioners of your department for information to all.

Every MONDAY, TUESDAY, WEDNESDAY AND THURSDAY between 10 A.M. and 01.30 P.M.

A copy of Notice is enclosed for ready reference please.

*T. Banerjee*  
Financial Adviser and  
Chief Accounts Officer (i/C)

## Notice

### Pension Section

Enquiry, Recording of Death and Issue & Submission of "E" (claim) form in respect of Family Pension and information relating to Pension related matters Claim will be done by this office on the following days from 10 a.m. to 1.30 p.m.

Days: Monday, Tuesday, Wednesday and Thursday

By Order

### सूचना

पेंशन अनुभाग

पेंशन संबंधी मामलों के बारे में सूचना देने, पूछ-ताछ एवं पारिवारिक पेंशन संबंधी मृत्यु का रिकार्ड एवं "ई" (दावा) फार्म जारी करने और जमा लेने का काम इस कार्यालय द्वारा निम्न दिनों को 10 बजे पूर्वाह्न से 1.30 बजे अपराह्न तक किया जाएगा ।

दिन : सोमवार, मंगलवार, बुधवार और वृहस्पतिवार

आदेशानुसार

पेंशन सेक्शन, विभू विभाग,

### বিজ্ঞপ্তি

সকলের জ্ঞাতার্থে জানানো যাচ্ছে যে, ফ্যামিলি পেনশন সংক্রান্ত অনুসন্ধান বা খোঁজখবর, পেনশনারের মৃত্যু সংবাদ নথিভুক্ত, ফ্যামিলি পেনশনের জন্য 'E' Form (ক্লেম) দেওয়া ও জমা নেওয়া এবং ফ্যামিলি পেনশন সংক্রান্ত যাবতীয় তথ্য নিম্নলিখিত সময়ে এবং নির্দিষ্ট দিনে দেওয়া হইবে।

নির্দিষ্ট দিনের বাইরে কোনোরকম অনুসন্ধান বা খোঁজখবর দেওয়া সম্ভব নয়।

সময়- প্রতিদিন সোম, মঙ্গল, বুধ এবং বৃহস্পতিবার সকাল ১০টা থেকে বেলা ১ টা ৩০ মিনিট পর্যন্ত।

আদেশানুসারে