



West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091
CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No: 2494

Dated- 04-08-2025

Subject: List of documents along with proforma necessary for sanctioning family pension to unmarried (beyond 25 years)/widowed/divorced daughters and date of entitlement

It has been observed that applications for family pension from **unmarried daughters (beyond 25 years of age), widowed daughters, and divorced daughters** are frequently submitted with either insufficient documents or without adhering to the prescribed proforma.

Such discrepancies are resulting in **inordinate delays** in the processing and issuance of the family pension form for sanction of family pension in their favour under the provisions of the **WBSEB Employees' DCRB Regulations, 1985**.

To ensure timely and smooth disposal of such applications and to avoid redundant delays, it is imperative to clearly communicate the checklist of mandatory documents and the appropriate proforma to be followed

Accordingly, a **list of documents along with the required proforma** is enclosed herewith. All concerned applicants are advised to strictly adhere to the same to avoid any redundant delay in processing their family pension cases.


In continuation of the above, it is also hereby stated that:

- The **date of commencement of family pension** to an **unmarried daughter (above 25 years of age), widowed daughter, or divorced daughter** shall be from the day following the date of death of the employee/pensioner/family pensioner;
- **Provided that the income criteria and other stipulated conditions under the WBSEB Employees' DCRB Regulations, 1985 are duly fulfilled as on the date of death** of the said employee/pensioner/family pensioner.

Past cases, if any, shall be reviewed accordingly upon receipt of application, subject to compliance with the above-stated conditions.

This is issued in pursuance of **Resolution No. 5** adopted in the **132nd Meeting of the Board of Directors** held on **10th July 2025**.

Encl: List of documents along with the required proforma.


(A.K. Laha)
Director (HR)

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation),WBSEDCL.
2. Adviser(S&V),WBSEDCL
3. Adviser(S&V), WBSEDCL
4. Executive Director: (Distribution)/ (Projects)/(Commercial),WBSEDCL..
5. Officer on Special Duty, WBSEDCL..
6. Chief Engineer: Dist.North/ Dist.South, WBSEDCL
7. ChiefEngineer:P&E/Projects-I/Project-II/Project-III/Project IV/Commercial/Hydel/
EMD/PTP/SafetyRegulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communicatio
Corp.Monitoring,WBSEDCL.
8. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
9. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL.
10. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL..
11. General Manager(F&A): Corp.Planning/IA/Operation, WBSEDCL..
12. Company Secretary, WBSEDCL..
13. Chief Vigilance Officer, WBSEDCL..
14. Chief Medical Officer, WBSEDCL..
15. Chief Security Officer, WBSEDCL..
16. Chief Land Officer, Land Acquisition Cell, WBSEDCL..
17. Advisor, Liaison Office, New Delhi, WBSEDCL..
18. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL..
19. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL
20. Addl. Genl. Manager (HR&A):SSC/CLM/Corp./ES&ER-I/Dist./Legal/Vigilance/ES&ER-II/PTP-PSPD Comm
Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell,WBSEDCL.
21. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydel/Dist./Project
IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL.
22. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL.
23. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
24. **Zonal Manager:** Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL..
25. **Project Manager:** Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/
Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah- Hooghly/Suri/RE
Project,WBSEDCL.
26. **Regional Manager :** North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/
PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/
Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar
Region, WBSEDCL..
27. **Divisional Manager:** Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah I/
Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/
Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur
Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/
Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/
Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri
Suburban/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/
Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat Division, WBSEDCL. **They are
requested to circulated the same to the Station Manager under their respective jurisdiction .**
28. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director
(Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.

**List of documents for the approval of family pension in terms of O/O
no-2494 dated-04.08.2025**

- 1) An original application of the claimant for family pension should be made as per prescribed proforma to apply to Senior Manager (F&A), Corporate Pension cell WBSEDCL (Annexure A)
- 2) Legal Heirship Certificate as per prescribed proforma of WBSEDCL (Annexure B)
- 3) Income and Marital Certificate in proforma as per Office Order No 15 Dt 05.02.2024 Of Director (HR) WBSEDCL (Annexure C)
- 4) A certificate by any Central /State Govt. officer belonging to Grade A services or any Class I officer of WBSEDCL/WBSETCL [O/o no 436 dt 03.05.2011 of Director (HR) WBSEDCL] to the effect that **“there is no other recipient of family pension of the deceased Govt. employee i.e. minor son / daughters, mentally and/or Physically handicapped sons/daughters of the family”** to claim family pension.
- 5) List of family members of the deceased employee indicating their Date of Birth, Sex, occupation, marital status duly authenticated by any Central /State Govt. officer belonging to Grade A services or any Class I officer of WBSEDCL/WBSETCL [O/o no 436 dt 03.05.2011 of Director (HR) WBSEDCL]. Draft attached (Annexure D).
- 6) Attested copy of P.P.O. /F.P.P.O. of the deceased pensioner/ family pensioner.
- 7) Attested copy of the death certificate of the deceased pensioner/ family pensioner duly certified by the Registrar, Birth and Death in Form 6.
- 8) Attested copy of age proof certificate of the claimant. (School Leaving/Admit Card of any recognized board or council/Birth certificate) If not available submit declaration with documents as per O.O. No 2253 Dt 12.06.2023 of Director (HR) WBSEDCL (Annexure E).
- 9) Attested copy of Address proof document of the claimant, i.e., Voter Identity Card, Ration card, AADHAR etc.
- 10) Attested copy of the marriage certificate of the claimant duly certified by the Registrar of Marriage (In case of Widow Daughter).

List of documents for the approval of family pension in terms of
O/O no-2494 dated-04.08.2025

- 11) Attested copy of the death certificate of the deceased husband of the claimant duly certified by the Registrar, Birth and Death in Form 6 (**In case of Widow Daughter**).
- 12) Certified /Attested copy of the Divorce order issued by the Competent Court of law (**In case of Divorcee Daughter**).
- 13) Details of deceased/divorced husband with employment details (in case of widow/divorcee daughter) duly authenticated by any Central /State Govt. officer belonging to Grade A services or any Class I officer of WBSEDCL/WBSETCL [O/o no 436 dt 03.05.2011 of Director (HR) WBSEDCL].
- 14) An original affidavit cum No objection made before the Notary by the surviving family members of the deceased pensioner/family pensioner. Draft Affidavit attached (**Annexure F**).

****For Sl No. 4 , 5 & 13 an affidavit from 1st class Judicial/Executive Magistrate may also be considered if agreed too. Draft Affidavit attached (**Annexure G**).**

---x---x-----x-----x---

Annexure-A

To,
The Senior Manager (F& A) Pension
WBSEDCL
Vidyut Bhavan, 6th floor ,A Block,
Bidhannagar
Kolkata-700091

Application for issuance of family pension form to eligible divorced/widowed/ Un-married daughters on death of pensionable WBSEDCL (erstwhile WBSEB) ex-employee/Pensioner/family pensioner as per WBSEDCL EDCRB Regulation 1985: -

1. i) Name of the claimant (if she is a/an divorced/widowed/ Un-married daughter): -
ii) Date of birth of the claimant: -
iii) Name of the family pensioner (with date of death): -
2. i) Name of the Ex. WBSEDCL/WBSEB employee:
ii) Designation:-
iii) Office Name with address:-
iv) Date of retirement:-
v) Date of death:-
vi) PPO No:-
vii) P.F. A/C No:-
3. Relationship of the claimant with the deceased Employee:
4. Full Postal address of the claimant (with contact phone number):-
Ward No./Vill/Town: -
P.O: -
P.S: -
Dist:-
State:-
PIN:-
Phone number :
5. Names of the family members of the employee: -
i) Widow/widower: -
ii) Sons/daughters (with date of birth and their present status):-

Sl No	Name in Full	Date of Birth	Sex	Relationship	Occupation & Monthly Income	Source of Income	Marital Status
1							
2							
3							
4							
5							

(Attached row if necessary)

- iii) Sons/daughter (Handicapped/mentally retarded, if any and their present status):-

6. Name of the eligible divorced/widowed/ Un-married daughter/handicapped/mentally retarded sons/daughters:-
 7. a) Description of the applicant: -
 - i) Name:-
 - ii) Date of Birth:-
 - iii) Height:-
 - iv) Personal marks of identification:-
 - b) Monthly income:
 - c) Any income from Savings/Fixed deposit/MIS etc from Bank/post offices/PSU etc.:-
 - d) Any income from employment in Govt./Private Sector/self-employment etc.: -
 - e) Any income from Business/profession etc.:-
 - f) Any income from Capitals gains etc.:-
 - g) Whether you are/will be in receipt of any pension/family pension from Govt./Private sector/ Govt. undertaking/Corporation etc.:-
 - h) Income from any other sources (not included in point b to g):-
8. PAN (Permanent Account Number) with last 3 years IT return, AS 26, SFT from AIS portal.: -

I, hereby, declare that the above information given by me in connection with eligibility of family pension in favour of me is correct.

Signature/LTI of the applicant with date

The above declaration made by Smt. /Miss Widowed/un-married/divorced daughter of Late..... (name of the Ex-employee) are the citizens of India and resident of my ward/Part No..... village/town....., P.O:-....., P.S:-....., District:-....., PIN:-.....,State:- is genuine.

Signature and Office Seal of Local Councillor/Member

---X---X-----X-----X---

Annexure-B**Heirship Certificate**

Certified that _____ (Name of the deceased employee) _____ son/wife of Sri/Late died on _____ leaving behind the following heirs:-

1. Wife/Husband : Smt/Sri _____
2. Details of Children of 1st Wife (as on Date of Death of the employee):

	<u>Name</u>	<u>Sex</u>	<u>Marital Status</u>	<u>Age</u>	<u>Date of Birth</u>
i.	_____	_____	_____	_____	_____
ii.	_____	_____	_____	_____	_____
3. Name of the 2nd Wife (if any): Sri/Smt. _____ (**Marriage Certificate should be produced**)
4. Date of 2nd Marriage : _____
5. Whether the 2nd Marriage was solemnized after death of the 1st spouse : Yes/No
If Yes, Date of Death of the 1st wife : _____ (**Attested Xerox copy should be submitted**)
6. Details of the Children of 2nd wife (as on Date of Death of the employee) :

	<u>Name</u>	<u>Sex</u>	<u>Marital Status</u>	<u>Age</u>	<u>Date of Birth</u>
i.	_____	_____	_____	_____	_____
ii.	_____	_____	_____	_____	_____
7. Details of Brothers & Sisters of deceased employee:(as on Date of Death of the employee)

	<u>Name</u>	<u>Sex</u>	<u>Marital Status</u>	<u>Age</u>	<u>Date of Birth</u>
i.	_____	_____	_____	_____	_____
ii.	_____	_____	_____	_____	_____
8. a) Name of Father: Sri/Late _____
 b) If died, Date of Death: _____ and c) If alive, Dependency: Yes/No
 d) If Dependent: Please submit a dependency certificate
 e) If NOT Dependent: Source of Income: _____ & Monthly Income : Rs. _____
9. a) Name of Mother: Smt./Late _____
 b) If died, Date of Death: _____ and c) If alive, Dependency: Yes/No
 d) If Dependent: Please submit a dependency certificate
 e) If NOT Dependent: Source of Income: _____ & Monthly Income : Rs. _____
10. Whether the wife of the deceased re-married after the death of the employee: _____
11. Whether minor child/children are under custody of person as at Sl. No.3 above : _____
12. a) Whether married son died before the death of the deceased employee: Yes/ No
 b) If Yes, details of the widow and children of that deceased son with age/date of birth : _____
13. Whether the deceased died unmarried: Yes/No.

Date : _____

Signature with Official Seal

.....

N.B : a) This certificate should be obtained from an M.L.A/M.P/Commissioner of Corp. or Municipality/Pradhan/Panchayat Samity/ Gram Panchayat/ Local Councilor in the **Printed Letter Head under Official Seal.**

b) No items should be left blank or omitted. If nothing to state, please write "NIL"

c) Xerox of Pan Card, Voter Card & Bank Pass book duly attested should be submit i.r.o legal heirs along with drawal through bank.

Annexure-C

Official Letter Head must contain

Name of the office:-

Address:-

Phone No:-

Email ID:-

Income and Marital Certificate

To Whom It May Concern

This is to certify that Kumari/Miss/Smt....., the unmarried/widow/divorcee daughter of Late..... (Name of the deceased employee) is personally known to me for last (years/months). She is a permanent resident of

P.O..... P.S.....

Dist.....Pin.....

It also certifies that Kumari / Miss / Smt..... has not married/re-married till this date and her monthly income for all sources including the family pension from WBSEDCL is Rs..... /- (Rupees.....)

I wish her all success in life.

.....
(Signature with Seal & Date)

Full name of issuing officer (.....)

Note - This certificate is to be given by any Central / State Govt. officer belonging to Grade A service or any Class I officer of WBSEDCL/WBSETCL as per O.O. no 436 dt 03.05.2011 of WBSEDCL.

Annexure D**FAMILY DECLARATION**

This is to certify that Late....., was a bonafide employee under.....(Name & address of office) in the capacity of(designation) residing at village/town....., P.O:- P.S:-....., District:- PIN:-....., State:- He Passed away on leaving behind following family members (In chronological order as per proforma enclosed)

Sl No	Name in Full	Date of Birth	Sex	Relationship	Occupation & Monthly Income	Source of Income	Marital Status
1							
2							
3							
4							
5							
6							
7							
8							

(Attached row if necessary)

The particulars of the existing family members of deceased WBSEDCL employee/ pensioner, as given above are correct to the best of my knowledge & belief. It is also certified that neither the above said family members nor the deceased WBSEDCL employee/his/her spouse is in no way related with me.

.....

 (Signature with Seal &

Date)

Note: This certificate is to be issued by any Central /State Govt. officer belonging to Grade A services or any Class I officer of WBSEDCL/WBSETCL {O/o no 436 dt 03.05.2011 of Director (HR) WBSEDCL}

Annexure-F
Before the Notary Public
Affidavit-cum No Objection

I/We, (Name of all surviving family members)

- 1 Son/Daughter/Wife of Residing at
.....by faith by occupation
- 2 Son/Daughter/Wife of Residing at
.....by faith by occupation
- 3 Son/Daughter/Wife of Residing at
.....by faith by occupation

are the only surviving children of (Name of Father) and(Name of Mother), do hereby solemnly affirm and declare as follows: -

1. That we are all Indian Citizen by birth and have been residing at the above mentioned address permanently.
 2. That(Name of the Applicant), daughter of & (Name of Father and Mother) is our sister who is residing at the above mentioned address.
 3. That my father son of who died on(Date of Death) at Village / Town Post Office P.S. District State.....PIN.....and my mother Wife of who died on (Date of Death) at Village / Town Post Office P.S. District State PIN..... and at the time of death they left us and also our sister namely(Name of the Applicant) daughter of &(Name of Father and Mother) as his legal heirs and successors and she is unmarried / widowed / divorcee (Strike out which is not applicable).
 4. That our mother.....(Name of Mother) was recorded in Family Pension Holder regarding our deceased father.
 5. That our sister.....(Name of the Applicant) is applying for Family Pension under WBSEDCL EDCRB'1985 vide PPO No.
 6. That if the concerned authority may grant / sanction the aforesaid Family Pension regarding our father and mother in favour of our sister (Name of the Applicant), then we have **NO OBJECTION** in this regard.
 7. That we have swearing this affidavit to declare these above facts and circumstances.
- That the above statements are true to the best of knowledge and belief.

(Signature of all the surviving members)
(DEPONENTS)

Annexure-G**Affidavit for daughter (unmarried/ widowed/divorcee) above 25 years of age
Before the 1st Class Judicial Magistrate/Executive Magistrate**

I, Smt/Miss..... Unmarried/ Divorced /Widowed daughter
of.....
Late..... Ex (designation)
of.....(office/unit) by faith Hindu/Muslim/Christian/..... (please specify).
Occupation..... Employed/un-employed daughter of.....
having date of birth on Residing at village/town....., P.O:-
....., P.S:-....., District:-
....., PIN:-....., State:-
.....do hereby solemnly affirm and declare as follows: -

1) That my father/mother Late..... was an employee of the
WBSEDCL and work as (Mention designation)
..... (Name of Office with address). He / She Expired
on.....

2) In case of Widow Daughter

That I was married with Sri.....on.....and
subsequently expired on

Resident of village/town....., P.O:-....., P.S:-
....., District:-....., PIN:-
....., State:-Occupation.....

Details Occupation of deceased husband:-

- a) Name.....
- b) Details of employment with full address:
- c) Children out of wedlock (Details with age, marital status and income details)
 1.
 2.

In case of Divorcee Daughter

That I was married with Sri.....on.....Resident
of village/town....., P.O:-....., P.S:-
....., District:-....., PIN:-
....., State:- By Occupation.....

Details Occupation of divorced husband:-

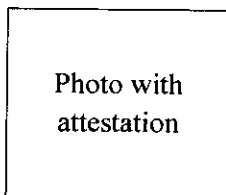
- a) Name.....
- b) Details of employment with full
address:.....
- c) Date of Marriage.....
- d) Subsequently Divorced on.....
- e) In this respect I am drawing Rs...../- pm as alimony
- f) I have also received lump-sum amount of Rs...../- at the time of divorce
- g) Children out of wedlock (Details with age, marital status and income details) :
 1.
 2.

- 3) Details of family members of the pensionable deceased WBSEDCL employee is given below according to their seniority: -

Sl No	Name in Full	Date of Birth	Sex	Relationship	Occupation& Monthly Income	Source of Income	Marital Status
1							
2							
3							
4							
5							

(Attached row if necessary)

- 4) That I declare that apart from family composition mentioned above, there is no other family member exists anywhere.
- 5) That I further declare that there is / is no disabled child and child below 25 years of age in the family of the deceased WBSEDCL employee. (If any, mention details below)
- 6) That presently my earnings per month are Rs P.M. from the following sources: -
- Income from House Property of deceased husband/father/father-in-law/mother/mother-in-law/self Rs/-
 - Income from savings/F.D./MIS/etc. from Bank/Post Office/PSU etc. RS/-
 - Income from Central/State Govt. /Private sector (salary/family pension) Rs...../-.
 - Income from Business/profession Rs...../-
 - Income from Capitals gains Rs...../-
 - Income from any other sources Rs...../-
- not covered by the clauses (a) to (e)
- 7) That I have not re-married after death of /divorced from my husband and I undertake to report immediately after happening of the event (**In case of divorce /widowed daughter**).
- 8) That I have not married yet and I undertake to report immediately after happening of the event (**In case of unmarried daughter**).
- 9) That I am swearing this affidavit for the purposes of grant of family Pension in my favour as Unmarried/Widowed/ Divorced daughter above 25 years of age.
- 10) That I have not suppressed any fact and also mention that in future if WBSEDCL notices any suppression of facts which would make me ineligible and all the facilities extended to will be stopped forthwith.
- 11) The above statements are true to the best of my knowledge & belief. I shall be liable to be prosecuted against/ or to refund entire money drawn, or overdrawn on the basis of false declaration and / or fake documents etc., if any.



.....
DEPONENT