

**Government of India**  
**Ministry of Commerce & Industry**  
**Office of the Addl. Director General of Foreign Trade**  
**4. Esplanade East:: Kolkata - 700 069.**

File No. 10/Revision of Pension/Admin/2019

Dated: 2<sup>nd</sup> August, 2019

To  
The Regional Pay & Accounts Officer,  
Ministry of Commerce,  
1, Council House Street,  
Kolkata - 700 001.

Subject: Pension Adalat

Sir,

The office of Zonal Addl. DGFT, Kolkata is proposing to hold a Pension Adalat for settling pension related grievances of pensioners/family pensioners of the office, the detailed proforma, in which details have been sought, is enclosed herewith.

You are requested to kindly attend the Pension Adalat for issues related to Pay & Accounts Office in respect of the pensioners/family pensioners of this office.

Yours faithfully,

Encl: as stated.



Abhijit Bakshi  
Jt. Director General of Foreign Trade  
(033)22489317  
E-mail: abhjit.bakshi@nic.in

Copy to:

- 1) Administration Section
- 2) General Section
- 3) Computer Cell - to please upload the Proforma in the Website of office
- 4) Notice Board

**Issues/Grievances of Pensioners/Family Pensioners**

**A. PENSIONER/FAMILY PENSIONER DETAILS**

1. a) Name of the pensioner:  
b) Designation at the time of retirement:  
c) Date of retirement:  
d) PPO No:  
e) Contact No.:
2. In case of family pensioner –
  - a) Name of the family pensioner:
  - b) Name of the ex-employee against whom family is being drawn:
  - c) Designation at the time of retirement:
  - d) Date of retirement:
  - e) Date of expiry of the ex-employee:
  - f) PPO No.:
  - g) Contact No.:

**B. Nature of issues/grievances related to pension:**

- a) Pertaining to Zonal DGFT, Kolkata – Fixation of pay/pension
- b) Pertaining to RPAO – Issuance of PPO, pension arrears, DR relief arrears:
- c) Pertaining to banks – Delay in disbursement of pension, Life Certificate acceptance:

**C. Brief outline of the issue: (not more than 200 words as at 'B' above)**

*(NB: The issues/grievances in the above format prescribed above should be addressed to the Jt. DGFT (Admn), O/O Zonal Addl. DGFT, Kolkata, 4 Esplanade East, Kolkata-700069. The Envelope should be superscribed as "Pension Case" )*

**The Last Date of receipt of Grievance is 14<sup>th</sup> August, 2019.**

**The date of hearing would be 22<sup>nd</sup> August, 2019, between 2.00 PM to 4.00 PM at the office of Zonal Addl. DGFT, Kolkata.**