



নিবন্ধক কার্যালয় / কুলসংচিত কার্যালয় / Office of the Registrar  
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর  
ভারতীয় অধিযাংত্রিক বিজ্ঞান এবং প্রযোগিক সংস্থান, শিবপুর  
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

ভারত সরকারের শিক্ষা মন্ত্রকের অধীনে একটি জাতীয় গুরুত্বপূর্ণ প্রতিষ্ঠান / ভারত সরকার কে শিক্ষা সংস্থান কে অন্তর্গত রাষ্ট্রীয় মহত্ব কা সংস্থান / An Institute of National Importance under MoE, Government of India

No. RMS/43/26  
Date: 20/01/2026

CIRCULAR

In pursuance of Clause No.28(iii) of the First Statute of IIEST, Shibpur and as decided in the 33<sup>rd</sup> meeting of the BoG held on 19.11.2025, all erstwhile employees of BESU, Shibpur (excluding Mess Employees) recruited on or after 1<sup>st</sup> January, 2004 and before 4<sup>th</sup> March, 2014 and presently in service of IIEST, Shibpur are requested to exercise option in prescribed format (**Option Form No.2**) regarding their service conditions and pension scheme.

The option should be submitted in duplicate at the Central Receiving Section **within 19<sup>th</sup> February, 2026**.

The Option once exercised shall be treated as final. No further modification will be accepted.

  
20/01/26  
Registrar

Enclo.: Option Form – 2

Copy forwarded for information to:-

1. The Director
2. All Deans
3. All Head of the Departments/Schools/Centres
4. All Officers/All staff members
5. Dy. Registrar (Establishment-I) – With a request to keep one copy in the service book and another in the personal file of the incumbent after acceptance of the competent authority
6. Dy. Registrar (Establishment-II) - With a request to keep one copy in the service book and another in the personal file of the incumbent after acceptance of the competent authority.
7. PS to the Director
8. PS to the Registrar
9. File Copy
10. Institute Website

পোঁ: বোটানিক গার্ডেন,  
হাওড়া-৭১১ ১০৩  
পশ্চিমবঙ্গ, ভারত  
দূরভাষ : (০৩৩) ২৬৬৮-১৫০৩  
ইমেল : regis@iiests.ac.in  
ওয়েবসাইট : www.iiests.ac.in

ঠাকঠার : বোটানিক গার্ডেন,  
হাওড়া-৭১১ ১০৩  
পশ্চিম বঙ্গাল, ভারত  
ফোন : (০৩৩) ২৬৬৮-১৫০৩  
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Howrah-711 103,  
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E-mail : regis@iiests.ac.in  
Website : www.iiests.ac.in

**Option Form-2 (To be submitted in duplicate)**

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR, HOWRAH**

*[Option Form in terms of Section - 5A of the National Institute of Technology, Science Education and Research (Amendment) Act, 2014 and Statute -28 [iii] of the Indian Institute of Engineering Science and Technology, Shibpur Statute, 2017 for erstwhile employees of Bengal Engineering and Science University, Shibpur who were in service as on 4<sup>th</sup> March, 2014 (the date of transformation of BESU Shibpur into IEST Shibpur].*

To  
The Director  
IEST, Shibpur  
Howrah-711103

Sir,

I \_\_\_\_\_, am an employee of erstwhile BESU, Shibpur and now an employee of IEST, Shibpur joined on \_\_\_\_\_ hereby declare that I will abide by the *Central Civil Services (Conduct) Rules, 1964* as regards to my service conditions and do hereby opt to come under the provision of *[Applicable for employees recruited on or after 01.01.2004 and before 04.03.2014 in terms of Statute - 28(iii)]*:

<i>[Please tick in appropriate box (a) or (b)]</i>	
a)	Central Government administered Pension Scheme governed by the New Pension Scheme (NPS) <b>OR</b>
b)	West Bengal State Aided Universities (Death-Cum-Retirement Benefit) Scheme, 2010 and as per clarification received from the MoE, GoI vide O.M. F. No.32-5/2023-TS.III dated 25.09.2025 read with DoP&PW, GoI O.M. No.4/55/2025-P&PW(D)/11067 dated 22.09.2025 adopted in 33 <sup>rd</sup> Meeting of BoG held on 19.11.2025.

Yours faithfully,

(Registrar)

Accepted

(Signature of the Employee)  
Name:

Designation:

Date:

(Director)

*Note: The option form to be filled up in duplicate, one copy to be kept in Service Book and another copy to be preserved in Personal File of the Incumbent.*

BY SPEED POST / EMAIL

**F. No. 32 – 5 / 2023 - TS.III**

Government of India  
Ministry of Education  
Department of Higher Education  
(Technical Section – III)  
\*-\*-\*-\*

Shastri Bhawan, New Delhi – 110001,  
Dated, the 25<sup>th</sup> September, 2025

To,

The Registrar,  
Indian Institute of Engineering Science and Technology (IIEST), Shibpur,  
Botanical Garden Area, Howrah, West Bengal - 711103.

**Subject:- Clarification regarding applicability of Dearness Relief / Dearness Allowance in settlement of pension, gratuity and leave encashment in respect of employees of Indian Institute of Engineering Science and Technology (IIEST, Shibpur under Statute 28 (iii) – regarding.**

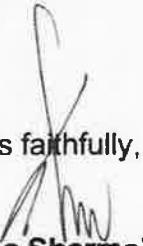
Sir,

I am directed to refer to the Institute's communication dated 27.05.2025 on the subject cited above and to state that the matter was referred by this Ministry to the Department of Pension & Pensioners' Welfare (DoP&PW) for seeking clarification on the issue (**copy enclosed**).

2. DoP&PW, vide its O.M. dated 22.09.2025 (**copy enclosed**) has clarified that in respect of employees of IIEST, Shibpur covered under Statute 28(iii), Central Dearness Allowance (DA) and Dearness Relief (DR) rates shall apply for the purpose of calculating pension.

3. Further, it has been clarified that for the purpose of calculating gratuity and leave encashment in respect of employees of IIEST, Shibpur covered under Statute 28(iii), Central DA shall apply.

4. This issues with the approval of the competent authority.

  
Yours faithfully,

(Garima Sharma)  
Deputy Secretary to the Govt. of India  
Tel:011-23380207  
Email: dsmoenit2@gmail.com

**Copy to: -**

1. The Chairperson, BoGs, IIEST, Shibpur.
2. The Director, IIEST, Shibpur.

फा. न.: 4/55/2025-P&PW(D)/11067  
 भारत सरकार/Government of India  
 कार्मिक, लोक शिकायत और पेंशन मंत्रालय /Ministry of Personnel, PG &  
 Pensions  
 पेंशन एवं पेंशनभोगी कल्याण विभाग /Department of Pension & Pensioners'  
 Welfare

तीसरी मंजिल, लोक नायक भवन/ 3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
 खान मार्किट/ Khan Market,  
 नई दिल्ली-110003/New Delhi-110003  
 दिनांक/Dated: .09.2025

### OFFICE MEMORANDUM

**विषय : Seeking Clarification regarding Pension, Gratuity, and Leave Encashment for Employees of IEST, Shibpur, under Statute 28(iii)-reg.**

The undersigned is directed to refer to Ministry of Education, Department of Higher Education's ID Note No. 32-512025-TS.III dated 12.08.2025 received with e-file no.32-5/2025-TS.III /11062 dated 19.08.2025 on the subject mentioned above.

2. In this regard, the comments of the DoPPW with respect of 28 (III) of IEST Statute are as under :-

**Query 1. Pension Calculation:**

- The Problem:** The pension is to be based on the last drawn pay (Central Government pay scale), but there is no clear instruction on which Dearness Relief (DR) rate to apply: the Central Government DR (55%) or the State Government DR (18%).
- The Clarification Needed:** How should the pension be computed? Should the DR of the Central Government or the State Government be used?

**Ans -** It has been observed from para 3.3 of the ID note that these employees were/will be earning pay as well as DA of the Central Govt, being employees of IEST, Shibpur, a Centrally Funded Technical Institute hence the DA the rate of 55% should apply.

**Query 2. Gratuity and Leave Encashment Calculation:**

- a. **The Problem:** Gratuity and leave encashment are to be calculated based on the last drawn pay plus the admissible Dearness Allowance (DA) on the date of retirement. Since these employees were drawing Central Government DA at the time of retirement, it is unclear whether this DA or the State Government's DA should be used for the calculation.
- b. **The Clarification Needed:** How should gratuity and leave encashment be calculated? Should the DA of the Central Government or the State Government be considered?

Ans .- As per CCS (Pension) Rules, Gratuity is calculated based on the last drawn pay plus the admissible Dearness Allowance (DA) on the date of retirement. There is no specific rule under Gratuity Rules for such cases. However, the employees of IEST were drawing Central Government DA at the time of their retirement. The emoluments are calculated as per 31 and 32 rules of CCS (Pension) Rules, 2021. Hence, the same should apply for calculation of their gratuity. The terms and conditions of their absorption / conversion of department may also be taken into account. Hence, it is clarified that on the last day, these employees were/will be earning pay as well as DA of the Central Govt, being employees of IEST, Shibpur, a Centrally Funded Technical Institute. Hence the DA the rate of 55% should apply.

3. This issues with the approval of the competent authority.

*Sonika Khattar*  
2025/191/25  
(सोनिका खट्टर)  
अवर सचिव, भारत सरकार

सेवा में,

Shri Pawan Kumar  
Under Secretary  
Ministry of Education  
Department of Higher Education  
523-C, Shastri Bhawan, New Delhi