Contents

A Hand Book on Retirement Benefits

Created by the South Western Railway

And

Developed by the West Central Railway

PREFACE

The need for a ready reference for retiring/retired officers has been a long felt need. Very few Railway men are fully familiar with all the benefits that are available under the Rules for a person retiring from service either on superannuating or pre-maturely. Similarly all are not fully familiar regarding the various provisions relating to benefits to the family in the event of the sad demise of the serving Railway employee, while in service or post retirement.

This publication has been compiled with the aim of fulfilling the above need. While this booklet is expected to be useful to the retiring employees and their families, this reference can also be used as a pocket guide by the staff in the Personnel and Accounts Departments, who would be dealing with this subject. Special care has been taken to indicate the relevant rules and to include relevant forms, which will have to be filled in by the employee/family members.

We are indeed thankful to Shri. S. Gopalakrishnan, Additional General manager, Southern Railway, who suggested that South Western Railway should take up this effort. This compilation has been done by SWR in a short span of 3 months.

There have been significant contributions from Shri. D. D. Dewangan, Chief Personnel Officer, South Western Railway, and Shri. A. Balachandar, Senior Personnel Officer, South Western Railway, in this effort. I have been also able to contribute by way of getting information from other pensioners' organisations like 'Co-ordination Committee of Central Government Pensioners' Association' Karnataka Chapter and from other publications. Dr. S. Srivastava, FA&CAO, South Western Railway, was kind enough to go through the draft and incorporate corrections. Various staff and officials of Personnel Branch of South Western Railway also have contributed their effort by way of collecting circulars from various offices and available literature on the subject. This publication takes into account relevant office orders issued by Railway Board till end of November 2001. After this no further office order relating to this subject has been received. Any suggestion for further improvement of this booklet is welcomed.

Sd/-
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Bangalore
26th December, 2001

IMPORTANT

This booklet is prepared in a simple language and contains relevant information regarding the Rules and Regulations to enable the Railway men to be aware of the Retirement benefits on Superannuating and also the benefits available to their families. Sufficient care has been taken to compile and present the information in a comprehensive manner, in accordance with the Rules and Regulations issued by Railway Board on the subject from time to time. In case of any variation or doubts, it is essential that the relevant circulars/letters of Board are referred to.

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1.ACTION TO BE TAKEN WHILE IN SERVICE

1.1. Normally Railway employees, retire from service on attaining the age of superannuating (at 60 years). Some employees opt for voluntary-retirement due to various reasons and very few are compulsorily retired from the organization. Unfortunately, there are some cases of death or invalidation on medical grounds while in service. Keeping social security of the employees in view, Railway administration has provided various benefits.

1.2.Nominations:

While in service, every Railway employee must execute nominations indicating the names of nominees to whom various final settlement dues like DCRG, PF, GIS, Pension, Leave encashment, family pension etc. are to be paid in the event of death etc. of the employee. It is also to be ensured that copies of the nomination executed are available in the service records and also in Accounts department. Similarly, when the employee applies for commutation of pension, he / she has to make sure that the nomination executed is available there too. These nominations ensure timely payment of settlement dues.

1.3 Planning for retirement:

1.3.1 Normal retirement:

In case the date of birth falls on first of the month, the employee will have to retire on superannuating on the afternoon of the last working day of the preceding month, when he/she is deemed to complete 60 years of age. In case the date of Birth is other than first of the month, then he/she will retire on the last day of the month of birth.

1.3.2 Voluntary Retirement:

A Railway employee can retire from service voluntarily after rendering 20 years of qualifying service by giving notice of not less than three months in writing to Appointing Authority (Authority: Rly Board Letter No. E (P&A) 1-77/RT/46 dt. 09.11.1977). In such cases the qualifying service as on the date of intended retirement of the Railway servant shall be increased by the period not exceeding five years subject to the condition that the total qualifying service rendered by him does not in any case exceed thirty three years and it does not take him beyond the date of superannuating. They are entitled for the benefits of pension and gratuity etc. as applicable to superannuating employee with the actual qualifying service plus weightage as per rules.

1.3.3. Compulsory Retirement:

An employee could be prematurely / compulsorily retired by the administration, in the public interest duly conducting a review of service after attaining the age of 50 years for officers and 55 years for staff, by giving the employee 3 months notice.

1.4 Eligibility for benefit of pension for services put in other State/Central Government organization:

1.4.1. Previous service rendered by an employee in other State/Central Government department may also be counted for total qualifying service for the purpose of calculation of pension in the Railways. Before applying for inclusion of previous service, a certificate to this effect has to be obtained from the previous employer indicating therein:

(i) The employee had applied through proper channel

(ii) Consequent on the new appointment he/she has submitted his/her resignation for joining the new service and

(iii) He/She was formally released by the previous department to join the new service. As per latest instructions of Govt. of India (Ministry of Finance), the formality of the State Government agreeing to accept the debits for leave salary and pensionary benefits etc. is no longer required. If an employee retires in permanent capacity from the State or Central Government service, the payments are to be made by the department from where the employee is retiring, taking into account the entire period of State/Central Government service.

2. ACTION TO BE TAKEN PRIOR TO RETIREMENT

2.1. Mode of Pension payment:

After the employee decides about the place of stay after retirement, he / she should also decide the mode of receipt of pension. Pension can be received through Govt. treasury, Nationalized banks or Post office. Employee has to furnish Pension account particulars (Joint A/c for drawal of pension is not permissible). Certain lump sum payments can also be made by postal money order if the employee so desires, at his / her expense.

2.2. Withdrawal of PF one year in advance:

In order to enable an employee to plan for future investments, a provision has been made where by, the employee can withdraw finally an amount up to 90% of PF balance at credit, at any time during the period of 12 months, preceding the date of superannuating. This facility is available only once and it is not required to furnish any reasons for such withdrawal. (Rly. Board's Letter No. F (E) III / 90 / PF-1/12 dt. 05.10.1992)

2.3. Photographs:

Employee has to submit 5 passport size joint photographs of himself/herself and that of the spouse. One copy of the joint photograph should be kept for medical identity card. In case, other family members who are also eligible for inclusion for medical treatment, copies of their photographs will also be needed for issue of medical identity card.

2.4. Permanent Residential Address.

Employee has to furnish the details of Permanent Residential Address where he/she is to settle after retirement and also for communication of information, if any.

2.5. Family details:

Employee has to furnish details of family members along with date of birth and identification marks.

2.6. Apart from the above, following self- checks will enable in early payment of retirement dues.

1. Whether the PF account is complete. If employee has been transferred on more than one occasion, the details of deductions from all units must have been sent to the unit from where he / she is finally retiring.
2. Whether leave account is updated with all credits and debits.
3. Whether any period of break in service has been regularized.
4. Whether Service Register is complete in all respects.
5. Whether nomination has been executed for PF / G1S and gratuity.
6. Whether the nomination is current and doesn't need any change.
7. Whether govt. accommodation is vacated in time.
8. Whether any DAR case is pending.
9. Whether Metal Pass issued by the administration is surrendered (in case of officers)

Employee's co-operation with the head of office is vital to ensure timely settlement of dues.

2.7. List of forms to be filled (see section 8 for details):

Annexure	Form	Purpose of form
Annexure I	No.8	Particulars to be obtained by the Head of office of the of railway servant 8 months before date of retirement (Rule 79 (1) i and 81(1) of RSPR 1993)
Annexure II	No.2	Application for commutation of pension without medical examination (Rule 6 (2), 13, 14 (3) & 18 (3) of RSPR, 1993
Annexure III	No.6	Statement showing the details of the members of the family for the purpose of family pension. (Rule 75 (15) (a) of RSPR 1993)

Annexure	Form	Purpose of form
Annexure IV		Form for specimen signature of the applicant and spouse.
Annexure V		Form for joint / single photograph - the employee should affix the joint photo with his / her spouse. If widow or widower, his/her photo to be affixed and proper identification marks to be recorded.
Annexure VI		Thumb and finger impression of the applicant (not required in case of literate)
Annexure VII		Permanent address and mode of payment
Annexure VIII		Letter of authority and undertaking for drawl of pension through public sector bank.
Annexure IX		Nomination form for payment of arrears of pension. (R.B. Lr.No. F (E) III / 83 / PN / 1 / 25 dt. 21.11.1983)
Annexure X		Form for nomination for value of commutation (Rule 8 of RS (Commutation of pension) Rules, 1993)
Annexure XI	No.4	Nomination for DCRG (Rule 74 (i) of RSPR 1993)
Annexure XII		Payee's letter of authority
Annexure XIII		Consent for issuing medical identity card
Annexure XIV		Application for post retirement passes
Annexure XV		Undertaking and option form
Annexure XVI	No.7	Form for assessing pension and gratuity (Rule 78, 80, 81 (1 & 3) and 85 (1) of RSPR 1993)
Annexure XVII	No. 9	Form of letter to the Accounts Officer forwarding the pension papers of a Railway servant (Rule 81 (1) of RSPR 1993)
Annexure XVIII		Calculation sheet

3.1. BENEFITS UNDER NORMAL / VOLUNTARY RETIREMENT

1. Provident fund (own contribution)
2. Voluntary Provident fund (if contributed)
3. Monthly pension
4. Commutation of pension
5. Retirement gratuity
6. Group Insurance (saving fund value with interest)
7. Leave encashment
8. Composite Transfer grant
9. Kit Pass & Retirement Pass
10. Post Retirement Passes
11. Medical facilities
12. Retention of quarters
13. Holiday Homes

3.2. BENEFITS UNDER DEATH CASES

1. Provident fund (own contribution)
2. Voluntary Provident fund (if contributed)
3. Monthly family pension
4. Deposit linked insurance
5. Death gratuity
6. Group Insurance (full 'insurance value + saving fund value with interest)
7. Leave encashment
8. Composite Transfer grant
9. Kit Pass
10. Widow Passes
11. Medical facilities
12. Retention of quarters
13. Appointment on Compassionate Grounds

4.RETIREMENT BENEFITS

4.1. RETIREMENT GRATUITY

This is a lump sum payment granted to a Railway servant or his/her nominee on his/her retirement or medical invalidation.

4.1.1. Calculation of Retirement Gratuity under pension scheme

Railway employee who has completed 5 years of qualifying service is entitled for retirement gratuity (?) one fourth of his emoluments for each completed 6 monthly period of qualifying service subject to a maximum of I61/2 times of monthly emoluments. Maximum retirement gratuity payable is Rs. 3.5 lakhs. The entire gratuity could be withheld in case the employee does not vacate the Railway accommodation provided to him.

Calculation formula:

a) For non- running staff:

Retirement Gratuity = (Basic pay + DA) x $\frac{\text{Qualifying Service}}{2}$

Illustration*:* If an employee is retiring on 31.12.2001. Basic pay is Rs.6050 in scale Rs. 5000-8000 and qualifying service is 33 years. DA *(a* 45% (as on 01.12.2001) (u, Rs. 2723/-

Retirement Gratuity = (6050+2723) x 33/2 = 8773 x 16.5 = 144754.5
= **Rs.1, 44,755/-**

b) For running Staff:

Retirement gratuity =

[(Basic pay + 55% of basic pay)+DA] x $\frac{\text{qualifying service}}{2}$

Illustration: If an employee is retiring on 31.12.2001.
Basic pay is Rs.6050 in scale Rs. 5000-8000 and qualifying service is 33 years. DA *(u* 45%, (as on 01.12.2001)

Retirement Gratuity = (Basic pay (6050+55%o of pay)+DA] x 33/2
[(6050+3327.5)+DA (45% of 9377.5] x 33/2
[9377,5 + 4220] xl6.5 =13597.5x16.5 =224358.75 = **Rs.2, 24,359/-**

4.1.2. Interest on delay in payment of DCRG:

If the payment of granting has been authorised but there is any delay in payment of DCRG on administrative account, the rate of interest to be payable is (i) when the delay is beyond 3 months and upto one year; 7% per annum, (ii) beyond 1 year: 10% per annum. Provided that the delay in the payment was not caused on account of failure on the part of the railway servant to comply with the procedure laid down. GMs are empowered to grant interest on delayed payment of DCRG.

(Authority: Board's Letter No. F (E) HI / 79 / PN / 1 / 15 dated 03.09.1979, 14.09.1979 and 23.01.1987 and Rule 87of RSPR 1993)

4.1.3. Nomination:

The employee can nominate only the family members to receive the benefits under DCRG. For this purpose, he/she can exercise a nomination to the head of office. If the employee intends to nominate more than one person, he/she should indicate the percentage of shares to be paid to each nominee.

(Authority: Rule 71 of RSPR, 1993)

4.1.4. Service gratuity:

It is a lump sum payment admissible to a Railway employee who retires from service before completion of 10 years of qualifying service. The amount payable shall be calculated *(a:* half month's basic pay for every completed 6 months period of service. It is granted in lieu of pension. Service gratuity is in addition to retirement gratuity admissible to those who have completed 5 years of qualifying service.

Illustration:

If an employees basic pay is Rs.5000/- and he has completed 4 years of service before superannuating then he is eligible as under

Service Gratuity = (5000+DA @ 45% Rs.22501 x 8/2 = 3625 x 8 = **Rs.29,000/-**

4.1.5.Terminal gratuity:

A temporary Railway employee who retires on superannuating or on being declared as permanently incapacitated for further Railway Service by the appropriate medical authority, after having rendered temporary service of not less than 10 years, shall be eligible for grant of superannuating/ invalid pension, retirement gratuity and family pension at the same scale as applicable to permanent employees.

A temporary employee who seeks voluntary retirement after completion of 20 years of service shall be eligible for retirement pension and gratuity.

(Authority: Rule 18(2) of RSPR 1993)

4.1.6. Compassionate allowance:

A Railway employee who is dismissed or removed from service shall forfeit his / her pension and gratuity. However, in deserving cases, the authority which has removed or dismissed a Railway employee, may sanction a compassionate allowance not exceeding 2/3rd of pension subject to a minimum of Rs.1275/- or gratuity or both which would have been admissible to the employee, if he / she had retired on compensation pension.

(Authority: Rule 65 of RSPR 1993)

4.1.7. Recoveries from gratuity:

(a) Government dues, if any, could be recovered from the retirement gratuity or Death gratuity of an employee even without obtaining his/her consent and in the case of a deceased employee, without obtaining consent of the members of his/her family.

(b) No Income Tax is leviable on gratuity amount.

4.2. PROVIDENT FUND:

This is paid to the employee at the time of retirement being his / her own contribution. The employee can exercise nomination to avoid delay in settlement in the event of his/her unfortunate death. He / she can nominate one or more persons for receiving the PF amount. In case, he / she nominates more than one person, percentage of shares to be paid to each should also be indicated.

4.3. LEAVE ENCASHMENT:

Leave salary is a lump sum one-time payment for the unavailed leave at credit at the time of retirement or death. This is limited to a maximum of 300 days of LAP.

$$\text{Leave Salary} = \left(\frac{\text{Pay + DA}}{30}\right) \times \text{No of days of LAP at Credit}$$

In case of running staff, 30% of emoluments will be added to the basic pay for calculation of leave salary.

(Authority: Para. 550 of Indian Railway Establishment Code. Volume I)

Illustration: If an employee is retiring on 31.12.2001.
Basic pay is Rs.6050 in scale Rs. 5000-8000 and DA (@ 45% (as on 01.12.2001) and 300 days LAP at credit.

Leave Salary = (Rs.6050 + 2,723) x 300 = Rs. 87,729.99 = **Rs.87, 730/-**
30

In case of running staff: Leave Salary = (Pay + 30% of Pay) + DA x 300
30
= (Rs.605Q + 1815) + 3540; x 300
30
= Rs. 114049.99 say **Rs. 1,14,050/-**

4.4.CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME:

Group Insurance Scheme came into effect from 01.01.1982. It has become compulsory for the employees who joined Railway service after 01.11.1980. The rates of subscription per month shall be Rs. 15 for Group D, Rs. 30/- for Group C, Rs.60/- for Group B and Rs. 120/- for Group A. The employee joining service shall be enrolled as a member of the scheme on the next anniversary of the scheme i.e. 1St January of the year following the year of joining Railway service.

The subscription is partly credited to an insurance fund and partly to a savings fund. From the Insurance fund, an amount of Rs. 15,000/-, Rs.30, 000/-, Rs. 60,000/- and Rs. 1, 20,000/- respectively is payable to the families of Group D, C, B and A in the event of death of the Railway employee while in service.

From the savings fund, an amount equal to the portion of subscription credited to the fund together with interest thereon will be returned to the employee on cessation of their employment or to the family in case of death.

In the event of promotion of an employee from one group to another, the subscription at the higher rate shall be recovered from 1st of January of the year following the year of promotion upto 31ST December of the year of promotion. The employee shall continue to be covered by the insurance scheme as applicable to the group before promotion. Higher rate of subscription will be recovered even if the employee is reverted. The subscription will be apportioned between insurance fund and savings fund (11. 30% and 70% respectively, with effect from 01.01.1988. No loans and advances shall be payable to any employee.

(Authority: Railway Board's Letter No. PC III / 86 / GIS / 4 at. 16.02.1988)

4.5. PENSION

4.5.1.Pension scheme:

Pension scheme has been introduced in Railways with effect from 16.11.1957. All those appointed on or after 16.11.1957 are compulsorily governed by pension rules. The employees who were in service on 01.04.1957 or appointed during 01.04.1957 to 15.11.1957 were required to exercise an option, if they desire to come over to pension scheme. With the implementation of the recommendations of the IV Pay Commission, all Railway employees who were in service on 01.01.1986 and who were still governed by the SRPF (contributory scheme) are deemed to have automatically come over to the pension scheme, unless they had opted out before 30.09.1987 to continue under SRPF scheme or as specifically indicated in the service conditions at the time of appointment.

4.5.2. Definition:

This is a monthly payment made to the Railway employees consequent upon their retirement with a qualifying service of not less than 10 years. The amount of pension depends upon the qualifying service rendered by the employee and the average emoluments received.

4.5.3. Qualifying Service:

Qualifying service means the service rendered by the employee while on duty or otherwise, which shall be taken in to account for the purpose of pension and gratuities admissible. The maximum qualifying service for reckoning pension / DGRG is 33 years. The following will constitute qualifying service viz:

a) Service under state/ central Govt. followed without any interruption duly following the rules.
b) All kinds of leave with pay.
c) Deputation period.
d) Training period.
e) Joining time.
f) Extraordinary leave taken on medical grounds.
g) Military service rendered before employment in Rly. Subject to conditions stipulated in this regard.
h) 50% of the casual labour service (service for this purpose will commence from the date of attaining temporary status to the date of empanelment)
i) Substitute service - on completion of 3 months in case of teachers and 4 months in other cases provided that such service is followed by absorption in regular service without any break.

In case of voluntary retirement, weight age of service upto 5 years will be added to the qualifying service provided:

a) The total qualifying service including weight age does not exceed 33 years of qualifying service.
b) The period does not go beyond the date of normal retirement.
c) The weight age is to be taken only for the purpose of reckoning qualifying service for pension and not to confer any other benefits like notional increase in pay etc. However, it will count towards post-retirement passes.

The following will not qualify for pension:

a) Service rendered before attaining the age of 18 years.
b) Period of unauthorised absence.
c) Suspension if not regularised.
d) Dies - non.

ROUNDING OF QUALIFYING SERVICE

Less than 3 months - Ignored
More than 3 months but less than 9 months - 1/2 year
More than 9 months - One year.

Illustration:

Qualifying service			Equivalent to year	Equivalent to six monthly periods
Year	Month	Day		
15	2	28	15	30
15	5	08	15 1/2	31
15	9	08	16	32

Illustration:

Qualifying Service = Total service - non-qualifying service

For an employee whose date of appointment is 05.08.1966 and date of retirement is31.12.2001 (date of birth being 08.12.1941)

Non-qualifying service = 1970 - 28 days unauthorized absence
1975 - 15 days unauthorized absence
1980 - 17 days unauthorized absence
60 days or 2 months

Total service (Date of retirement - Date of appointment)

D M Y
31.12 .2001 (DOR)

05. 08.1966 (DOA)
26 04 35

02 (NQS)
26. 02. 35

Since Q.S is more than 33 years, it is restricted to 33 years for calculation.

4.5.4. Average emoluments:

4.5.4.1.EMOLUMENTS:

i) **For gratuity:** Emoluments will mean Basic Pay (including stagnation increment) + D.A. drawn immediately before retirement or on the date of death of an employee and will also includes non-practicing allowance.

If there is reduction in emoluments, during the last 10 months of service for reasons other than penalty, then gratuity will be based upon average emoluments during last 10 months.

ii) **For pension:** Emoluments will mean Basic Pay (including stagnation increment) + N.P.A. if any, drawn immediately before retirement. In case of pensioners who retired during the period 1.1.1996 to 30.9.1996, emoluments would mean Basic Pay (including stagnation increment) + D.A. @ C.P.I. 1510 + interim relief + 40% of Basic Pay.

iii) In case the employee was on leave with leave salary or having been suspended was reinstated, without forfeiture of service, immediately before retirement / death, the emoluments will be what the employee would have drawn had he/she not been on leave/suspension.

iv) In case of employees under suspension or absent on Extra-ordinary leave (not counting as service) immediately before retirement / death in service, the emoluments will be what he/she drew immediately before proceeding on such leave or being placed under suspension.

4.5.4.2. Average emoluments shall be determined with reference to the emoluments drawn by a Rly. Servant during the last ten months of his / her service. In case of running staff, 55% of pay representing running allowance and for Loco Inspectors 30% of pay will be taken into account for the purpose of calculation of average emoluments.

If during the last 10 months of service, a Railway servant had been absent from duty or on extraordinary leave or had been under suspension, the period where of does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of average emoluments and equal period before the 10 months shall be included.

(Authority: Chapter IV of RSPR 1993)

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Illustration:

Basic pay of an employee = Rs. 5,000 with effect from 01.06.2000
Rs.5, 150 with effect from 01.06.2001

If the employee is due for retirement on 31.12.2001, his average emoluments will be as under:

Emoluments drawn for the period 01.03.2001 to 31.12.2001

01.03.2001 to 31.05.2001 = Rs.5, 000 x 3 = Rs. 15,000
01.06.2001 to 31.12.2001 = Rs.5,150 x 7 = Rs. 36,050 Rs.
51,050

Therefore, **average emolument is Rs. 5,105/-**

For Running staff:

Basic pay of an employee = Rs. 5,000 with effect from 01.06.2000
Rs.5, 150 with effect from 01.06.2001

If the employee is due for retirement on 31.12.2001, his average emoluments will be as under:

Emoluments drawn for the period 01.03.2001 to 31.12.2001

01.03.2001 to31.05.2001 = (Rs.5, 000+55% of Rs.5000) x 3 = Rs. 23,250.00
01.06.2001 to 31.12.2001 = (Rs.5, 150+ 55% of Rs.5150) x7 = Rs. 55,877.50
Rs. 79,127.50

Therefore, **average emolument is Rs. 7,912.75**

4.5.5.How pension is calculated:

Pension shall, be calculated at 50%i of average emoluments and not below 50% of minimum of the pay scale of those who have rendered not less than 10 years of qualifying service subject to a minimum of Rs. 1275/- per month. Ceiling of pension will be 50% of the highest pay in Government. The pension shall be calculated proportionate to the length of service as per the following formulae:

$$\text{Pension} = \frac{\text{Last 10 months average emoluments}}{2} \times \frac{\text{Qualifying service}}{33}$$

Illustration:

If the average emolument of an employee during last 10 months is 5000 and qualifying service is 33 years.

Pension = $\frac{5000}{2} \times \frac{33}{33}$ = **Rs.2, 500/- + Relief**

If the average emolument of an employee during last 10 months is Rs.5000 and qualifying service is 22 years

$$\text{Pension} = \frac{5000}{2} \times \frac{22}{33} = \text{Rs. } 1666.67 = \textbf{Rs. 1,667/- + Relief}$$

For Running Staff:

If the average emolument of an employee during last 10 months is 7912.75 and qualifying service is 33 years.

$$\text{Pension} = \frac{7912.75}{2} \times \frac{33}{33} = \text{Rs.}3956.37 = \text{Rs. } 3{,}957/- + \text{Relief}$$

If the average emolument of an employee during last 10 months is Rs. 7912.75 and qualifying service is 22 years

$$\text{Pension} = \frac{7912.75}{2} \times \frac{22}{33} = \text{Rs. } 2637.58 = \text{Rs. } 2{,}638/- + \text{Relief}$$

Note: If total service is (say) 37 years, qualifying service will be restricted to 33 years.

4.5.6. Who are eligible for pension

a) Permanent employees who retire or are retired having a qualifying service of not less than 10 years.

b) Temporary employees who retire on superannuating or invalidation after a continuous service of not less than 10 years or who retire voluntarily after a continuous service of 20 years or more.

4.5.7. Nomination for receiving the arrears of pension:

Employee can nominate the beneficiary for receiving his / her arrears of pension, if any, at the time of submitting his / her final settlement papers subject to certain specific conditions (Annexure IX).

4.5.8. Dearness relief:

Dearness relief is based on the same percentage as Dearness Allowance granted to serving employees by the Government twice a year. This payment of clearness relief is based on the amount of pension sanctioned originally without reducing the commuted value. This relief is granted to pensioners / family pensioners / ex-gratia pensioners

4.6. Commutation of Pension

4.6.1. Calculation Method

Employees who are retiring on superannuating / voluntary retirement can commute upto 40% of the pension, without medical examination. This is a lump sum payment.

In case of medical unfitness / compulsory retirement as a measure of penalty and for those who have not applied for commutation within one year from the date of their retirement, this would be payable after medical examination. The commutation value for a pension of Rupee one per annum, would be

Age next birthday - 59years - 10.46 (Commutation factor)
60 years - 10.13 (Commutation factor)
61 years - 9.81 (Commutation factor)

Calculation is as under:

Commuted value of pension = Amount of pension for commutation x 12 x commutation factor relevant to age next birthday

Illustration:

If the employee's basic monthly pension is Rs.2500/- and due for retirement on 31.12.2001 after attaining the age of 60 years. The employee can commute up to 40% of his/her pension as under:

40% of Rs.2500 xl2 x9.81 = 1000 x 12 x9.81 = Rs. **1,17,720**

Commutation without medical examination is allowed in case of:

Superannuating pension Retiring pension Compensation pension (This pension is granted on discharge owing to abolition of the post and alternative equivalent employment if not possible or offer of a lower post is not accepted by the employee) Pension on absorption in a body controlled / financed by Government Pension granted on conclusion of disciplinary proceedings.

The application for commutation should be made within one year from the date of issue of retirement order.

4.6.2.Restoration of commuted value of pension:

The pensioner is entitled to apply to the pension disbursing authority for restoration of the commuted value of pension with effect from the date of completion of 15 years from the actual date when commutation was effected.

NOTE: In case of demise of the employee before completion of 15 years, the nominee gets full family pension as per entitlement without any deduction towards commuted amount in the employee's pension.

(R.B. Letter No. F (E) HI / 87 / PN / 1 / 7 dated 26.03.1987)

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4.6.3. Nomination for value of commutation:

A Railway employee can make a nomination in the prescribed form by conferring on one or more persons the right to receive the commuted value of pension in case the Railway servant dies without receiving the commuted value on or after the date on which the commutation becomes absolute (Annexure X).

(Authority: Chapter I to V of Part. II of RSP Rules, 1993)

4.7. RETENTION OF QUARTERS

The permissible period for retention of Railway accommodation in the event of retirement is as under:

4.7.1. In case of Retirement:

Retired employee including voluntary retired employee can be permitted to retain the Railway accommodation for 4 months on payment of normal rent/ flat rent of license fee and for the next 4 months on education or sickness account on payment of special license fee i.e double the normal rent/the flat rate of licence fee/rent subject to production of requisite certificate in support of the request.

(Authority Rly Boards letter No. E (G) 2000/CR1/ 23 dt.30.11.2000)

4.7.2. In case of Death:

The family of Rly employee who dies while in service can be permitted to retain the Rly accommodation for a period of 2 years on payment of normal rent/ flat rent of license fee.

(Authority Rly Board's letter No.E (G) 98/CRI/II dt.17.08.1999)

However, till the vacation of Rly quarters, the entire amount of DCRG will be withheld in all cases. If the Rly employee fails to vacate the Rly quarters beyond the permissible period for which permission has been granted or if the Railway quarter is under occupation in an unauthorized manner one set of Post retirement complimentary pass will be withheld for each month of unauthorized occupation, eviction proceedings will also be initiated against the occupant.

4.7.3. Regularisation of Railway quarters:

The retiring Rly employee can however get the Rly quarter regularised in favour of his/her son/daughter who is also Rly employee at the time of his/her retirement provided, a) the son/daughter lived in the Rly quarters for at least 6 months duly foregoing HRA and b) the son/ daughter is also eligible for the type of quarters being shared. However married daughter and daughter-in-law are not eligible for regularisation/out of turn allotment of Rly quarters.

4.8. MEDICAL FACILITIES

4.8.1.Retired employees liberalised health scheme – 1997

In terms of Railway Board's letter no. 97/H/28/1 dated 23.10.1997, retired Railway employees covered under RELHS-97 will be provided with full medical facilities as admissible to serving employees under the Railway Medical Attendance Rules. This scheme is also open to spouses of the Railway employees who die in harness. Definition of "family" for the purpose of this scheme will be the same as in respect of the serving Railway employees. The definition of the "Dependents" will be the same as in Pass Rules. FOR JOINING RELHS-97, ONE TIME CONTRIBUTION EQUAL TO THE LAST MONTH'S BASIC PAY WILL HAVE TO BE MADE AT THE TIME OF RETIREMENT BY THOSE OPTING TO JOIN THE SCHEME. The payment can be made in cash or by an authorisation to deduct from gratuity (refer Annexure XIII of Section 8). Those who joined RELHS-97 shall hold identity cards with photographs of all the beneficiaries.

In terms of Railway Board's letter no. 2000/H/28/l (RELHS) dated 23.11.2001, the spouse of Railway employees retired before October 1997/died in harness are allowed to join RELHS-97 upto 31.03.2002.

4.8.2.Medical allowance

Pensioners are entitled to a medical allowance of Rs 100/- per month if they are residing outside the city/municipality/town where the Railway hospital/HU/ Dispensary is situated. It is in lieu of out patient treatment and admissible irrespective of possession of medical card. For undertaking and option form refer Annexure XV of section 9.

(Authority Rly. Board's letter No.PCV/98/1/7/ 1/1 d.t.21.04.1999, 19.05.1999 & 21.10.1999)

4.9. POST RETIREMENT BENEFITS:

4.9.1. Composite transfer grant:

With effect from 01.10.1997 the lump sum transfer grant and packing allowance have been substituted by Composite transfer grant. The daily allowance and the road mileage allowance hitherto payable for self and family members have been included in the composite transfer grant and will not be admissible separately.

With effect from 01.10.1997, composite transfer grant payable to the Railway employees is as under:

(a) Who joined Railway service prior to 01.05.1976

(i) In the case of Group ‘A', 'B' and 'C' Railway employees, composite transfer grant will be limited to 80% and in the case of Group 'D' employees, the same will be limited to 90% of one month's basic pay.

(ii) For relocation within the same station/ Urban agglomeration or within 20 kms of the Headquarters of the retired employees, the entitlement is equivalent to 1 /3rd of 1 month's basic pay.

(b) Who joined Railway service on or after 01.05.1976

a) Equivalent to one month's basic pay. However, in case these employees transport their personal effects by VPU, the composite transfer grant will be admissible at the rate of 80% of the basic pay if a car is carried in the VPU, and @ 75% if no car is earned.

b) Equivalent to one-third of one month's basic pay if the retiring employee relocates within the city/ urban agglomeration or within 20 kms., of the old Headquarters.

(Authority: Rly. Bd. Lr.No. F (E) 1/98/AL-28/10 (A) dt. 01.05.1998, Rly. Bd. Lr.No. F (E) I/98/AL-28/10 (B) dt. 01.05.1998, Rly. Bd. Lr.No. F (E) 1/98/AL-28/10 (D) dt. 18.05.1998)

4.9.2. Special Pass:
:
4.9.2.1.To receive settlement dues:

One set of free pass may be issued to retiring Railway employee or in the event of demise to the person or persons entitled to receive payment of settlement dues when called for the purpose of receiving such payment. The Class of Pass to which he / she was entitled on privilege account before retirement / death is applicable in this case.

4.9.2.2. Settlement Pass:

Railway employee, in the event of retirement or widow/widower in the event of death of the employee, may be issued Passes for self and family members / dependent relatives for the transportation of personal effects to the place where he / she intends to settle after retirement / death. Application for settlement passes should be submitted within one year from the date of retirement/death of the employee.

4.9.3. Kit pass:

Kit pass is admissible on the same scale at which they are granted in case of transfer. There are two different scales:

1 for employees who joined Rly. Service prior to 01.05.1976
2 for employees who joined Rly service on or after 01.05.1976

4.9.3.1. Employees who joined Rly Service prior to 01.05.1976 Group 'A' & -B'

a) Two wagons by goods train, one motor wagon (4 wheeler) and one cattle wagon / horse box, or

One motor and parcel van (8 wheeler) by passenger train and one cattle wagon / horse box

One motor wagon (4 wheeler) and one wagon by goods train and one cattle wagon / horse box to the transferred station and one wagon to any other station or from any other station to the transferred station not exceeding the distance between the old station and the transferred station.

b) A pass for carrying a dog

Group 'C'

a) One wagon by goods train and motor wagon or horsebox or cattle wagon

b) A pass for carrying a dog

Group 'D'

a) A kit pass for carrying 10 quintals of luggage provided that where the competent authority is satisfied that the railway servant is in possession of more luggage he may be allowed a kit pass for carrying a higher quantity of luggage upto a wagon by a goods train

b) A pass for carrying a dog.

NOTE:

If the pre - 01.05.1976 entrants to Rly. Service exercise an option for transportation of their personal effects at the same scale and subject to the same conditions as applicable to the post 01.05.1976 entrants, by a mode other than a VPU, they will be entitled to full amount of composite transfer grant, as regulated under separate orders.4.9.3.2.Employees who joined Railway service on or after 01.05.1976

Rly Servants	Entitlements
a) Drawing a pay of Rs. 16,400/- and above	Full 4 wheeler wagon plus one 4 wheeler wagon for motor car OR 6,000 kgs by goods train plus one 4 wheeler wagon for motor car OR One container (40 feet E.U.) or two containers (20 feet E.U.) (Including cost of door to door movement of container) plus one 4 wheeler wagon for motor car OR One VPU by passenger carrying trains subject to cut of 20% in the admissible amount of composite transfer grant if a car is carried in the VPU, and of 25% if car is not carried.

Rly Servants	Entitlements
b) Drawing Rs.8,000 and above but less than Rs.16, 400	Full 4 wheeler wagon plus one 4 wheeler, wagon for motor car OR 6,000 kgs by goods train plus one 4 wheeler wagon for motor car OR One container (1 TEU)) (including cost of door to door movement of container) plus one 4 wheeler wagon for motor car OR One VP/ VPU by passenger carrying trains subject to cut of 20% in the admissible amount of composite transfer grant if a car is carried in the VPU and of 25% if car is not carried.
c) Drawing Rs.6500 and above but less than Rs.8000	3000 Kgs of luggage by goods train plus one 4-wheeler wagon for motorcar or one motor cycle/ scooter by goods train.
d) Drawing Rs.4100 and above but less than Rs.6000/-	1500 kgs of luggage plus one motor cycle / scooter/ moped/ bicycle by goods train
e) * Drawing pay below Rs.4100/	1000 kgs of luggage plus one motor cycle / scooter / moped / bicycle by goods train

* Such of those employees as are in receipt of a revised pay of Rs. 3350 per month and above, may also be permitted to transport 1500 kg of personal effects.

NOTE

a) A pass for carrying dog may also be issued in all cases from (a) to (e) above.

(b) In regard to employees appointed on or after 01.05.1976 belonging to all Groups, free transportation of household effects upto the specified limits, as laid down above may be permitted by passenger carrying/parcel trains provided there is adequate capacity for such movement and the earning potential of the Railways does not get affected.

(Authority: Board's Letter No. E (W) 96PS5-9/ 1 dt. 01.06.2000)

4.9.4. Pass account after retirement:

The retired employee should decide on the place of his stay after retirement and the office from where he would like to draw the post-retirement complimentary passes. He should then apply for transfer of pass account from the office where he has retired to the new office.

4.9.4.1. Post retirement complimentary passes:

Eligibility for grant of Post retirement complimentary passes is as under.

S. N.	Service period	No. of complimentary passes per year		
		Gaz.officers	Gr. C	Gr.D
1	20 yrs. And above but less than 25yrs.	2 sets	1 set	1 set*
2	25 yrs. And above	3 sets	2 sets	1 set

*{Authority: Rly. Bd. Letter's No. E (W) 95PS5-8/1 dated 27.03.1996 & 18.04.2001)

4.9.4.2. Class of Post retirement complimentary pass:

i) All Officers: I class A

ii) Group C: Those who were eligible for I class pass while in service are eligible for I class pass, provided that (a) the employee should have worked for a period of atleast three years in a higher grade post on adhoc basis.

iii) Others: II Class.

4.9.4.3. Entitlement to travel in Rajdhani / Shatabdi Express on post-retirement complimentary pass:

S. N.	Status	Rajdhani Express	Shatabdi Express
1	Retired Board Members	2 berths in I AC or 2 berths in II AC or 4 berths in III AC	2 seats in Executive Class or 2 seats in Chair Car
2	Retired Officers with pay Rs. 22,400 and above or equivalent status	1 berth in I AC (on payment of 1/3rd of of difference of fare between I AC & II AC of Rajdhani) or 2 berths in II AC or 4 berths in III AC.	1 seat in Executive Class or 2 seats in Chair Car
3	Retired Officers with pay Rs. 14,300 and above or equivalent status	2 berths in II AC or 4 berths in III AC	2 seats in Chair Car
4	Retired Officers with pay below Rs. 14,300 or equivalent status	1 berth in II AC or 2 berths in III AC	2 seats in Chair Car
5	Other retired I Class pass holders	1 berth in II AC or 2 berths in III AC	2 seats in Chair Car

Note:

i) Spouses of Retired Chairmen/Members of the Railway Board travelling alone on their post retirement complimentary passes would also be entitled to the facility of travelling in I AC and executive class, without payment of any difference in fares.

ii) For the purpose of item 2 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959. 31.12.1972 with a basic pay ofRs.3000/. and above, Officers who retired between 01.01.1973 . 31.12.1985 with a basic pay of Rs.3000/. And above, Officers who retired between 01.01.1986. 31.12.1995 with a basic pay of Rs.7300/. and above.

iii) For the purpose of item 3 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959. 31.12.1972 with a basic pay of Rs.1880/. and above, Officers who retired between 01.01.1973. 31.12.1985 with a basic pay of Rs.1980/. and above, Officers who retired between 01.01.1986 . 31.12.1995 with a basic pay of Rs.4500/. and above.

iv) For the purpose of item 4 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959. 31.12.1972 with a basic pay ofRs.1880/. and above, Officers who retired between 01.01.1973. 31.12.1985 with a basic pay of Rs.1980/ and above, Officers who retired between 01.01.1986. 31.12.1995 with a basic pay of Rs.4500/. and above.

4.10. REST HOUSE ACCOMMODATION & HOLIDAY HOMES

Retired Officers are permitted to occupy Railway rest house/Rest room for a maximum period of 7 days at a time.

Retired employees are eligible to book Holiday Homes on payment of charges at the rate of Rs.12/ for Group D, Rs.25/ for Group C, Rs.35/ for officers' upto JA grade and Rs.75/ for Officers above JA grade, per suite per day.

(Authority: Board's letter No. E (W) 2000/WE-2/2 dt.14.12.2000)

5.POST RETIREMENT ISSUES

5.1. Service certificate:

5.1.1. Non-gazetted employees:

Non-gazetted employees are issued service certificate on prescribed Performa. This certificate contains the date of birth, date of appointment, date of retirement, post and grade held at the time of retirement, etc. This certificate may be used later while making various applications for benefits after retirement.

5.1.2. Gazetted officers:

Railway Board have recently decided that officers should also be issued with a service certificate and an identity card as per the model prescribed by the Board.

5.2. Payment of pension through Bank:

The amount of pension can be credited in the account of the pensioner, if he is maintaining an account in his / her sole name with a Branch of Public Sector bank. The pension cannot be drawn through bank in a joint account.

All Railway pensioners (except those drawing through Post Office) in any part of the country can draw their pensions through any branch of the nominated banks.

5.3. Life certificate:

Pensioner should furnish life certificate to the Pension Disbursing Authority in the month of November every year.

A certificate regarding Non-employment or employment / re-employment in a department, office, company, corporation, autonomous body or registered society of State or Central Govt. etc is also required to be furnished to the Pension Disbursing Authority in the month of November every year in the prescribed form.

(Authority: Board’s Letter No. F (E) III/ 88 / PN-1 dt. 09.08.1988)

Group ‘A’ officers are required to furnish a declaration within two years of retirement regarding acceptance / non-acceptance of a commercial employment or employment under any Government outside India.

Until the production of non-employment / employment / re-employment certificate by the pensioner / family pensioner, the element of dearness relief shall not be disbursed.

(Authority: Board’s Letter No. F (E) III/88/PN1/21 dt. 05.05.1992)

6. WHAT YOUR FAMILY SHOULD KNOW.

6.1. PAYMENT OF IMMEDIATE RELIEF (FUNERAL ADVANCE):

An amount equal to 3 months basic pay or Rs.8000 whichever is less is payable as funeral advance to the family of an employee who dies while in service. This amount is recoverable from the DCRG payable.

(Authority: Rly. Board's Letter No. E (W) 98/WE/6/8 dt. 05.08.1999)

6.2.PHOTOGRAPHS & FAMILY DETAILS:

Photograph of husband / wife, details of family members with dates of birth and identification marks, death certificate in original, legal heirship certificate, guardianship certificate (in case both husband / wife are dead and children are minor), Permanent Residential Address, and SB account number, name of the bank, place etc., for drawal of family pension are to be kept ready for speedy process of settlement papers.

6.3. FAMILY PENSION

6.3.1.Definition:

Family pension is a monthly payment made to the surviving widow / widower or minor child of a Railway servant in the case of death of the employee during service or after retirement or when an employee disappears.

6.3.1.1.Disappearance of the employee:

In case of disappearance of an employee, the family is eligible for family pension and death gratuity after one year from the date of filing of FIR. However, the family should comply with the following:

a) Lodge a complaint with the concerned police station and obtain a report that the employee could not be traced after all efforts.

b) Advertise in newspapers, radio and TV

c) Furnish an indemnity bond stating that all payments will be adjustable against the payment due to the employee in case the employee appears the scene subsequently.

6.3.2. Ordinary family pension:

Family Pension shall be calculated as a uniform rate of 30% of basic pay last drawn in all cases subject to a minimum of Rs. 1275/- per month and a maximum of 30% of the highest pay in the Railways. (The highest pay in the Rly is Rs. 26,000/- since 01.01.1996)

Illustration:

Normal date of retirement of an employee: 31.12.2015
Date of death of the employee: 30.11.2001
Basic Pay at the time of death: Rs. 10000/- in scale Rs. 10000-325-13500
Family pension = 30% of 10000/- = Rs. 3000/-pm.+Dearness Relief pm
In case of running staff Pay + 55% of pay will be reckoned as pay.

6.3.3. Enhanced family pension:

If the deceased employee had rendered not less than 7 years of service, the enhanced family pension payable will be **twice the amount of ordinary family pension or 50% of the pay last drawn by the employee, whichever is less**. This will be payable for a period of 7 years following the date of death or till the deceased employee would have reached the age of 67 years, had he survived, whichever is earlier.

Illustration (for the case in para 6.3.2):

Enhanced family pension = 3000 x 2 = 6000.
50% of pay last drawn by the employee = 10000/2 = 5000
Therefore Enhanced family pension is restricted to **Rs.5, 000/-**
EFP of Rs.5000+Dearness Relief will be payable monthly from 01.12.2001 to 30.11.2008. From 01.12.2008 onwards ordinary family pension @, Rs.3000+Dearness Relief will be payable monthly.

6.3.4. To whom family pension is payable

Family pension is payable to only one member of the family at a time. It is payable to the widow or widower till her / his death or remarriage, whichever is earlier and then to the children (son / daughter) upto the age of 25 years. The son / daughter becomes ineligible when he / she starts earning or the daughter gets married.

If the son / daughter of Riy, Servant is suffering from disorder or disability of mind or is physically crippled or disabled and unable to earn a living, family pension will be paid throughout the life subject to certain conditions.

6.3.5. Family pension to parents:

Family pension is payable to the parents who were wholly dependent on the Railway employee when he / she was alive provided the deceased did not leave behind spouse or child, and also income of the parents doesn't exceed Rs.2550/- per month from any other source.

{Authority: Rly Board's Letter No. F (E) III / 98 / PN 1 / 4 dated 27.04.1998 & 10.08.1999)

6.3.6 Extraordinary pension:

The extraordinary pension is payable in case death of an employee is due to accident, sudden and unavoidable mishap or due to injury and disease and is payable at the following rates:

i. Enhanced family pension (cr. twice the amount of family pensions for those not covered by Workmen Compensation Act.
ii. 1 1/2 times for those covered by Workmen Compensation Act.

For granting extraordinary pension, Railway Board's approval is necessary

(Authority: Part III of Railway Servants (Extraordinary pension) Rules. 1993)

6.3.7. Ex-Gratia Pension:

6.3.7.1. Ex-gratia payments to families of deceased 'CPF' retires.

Widows and dependent children of the deceased Contributory Provident Fund (CPF) beneficiaries who had retired from service prior to 01.01.1986 shall be granted Ex-gratia pension @ Rs.605/- pm + relief applicable to pensioners/family pensioners w.e.f 01.01.1986 or from the date following the date of death of the deceased employee, which ever is later. It is also admissible to Widows and dependent children of the Contributory Provident Fund beneficiaries who died, while in service, prior to 01.01.1986.

6.3.7.2. Ex-gratia payment to surviving SRPF (C) retirees:

The surviving SRPF(C) retirees who have retired during 01.04.1957 to 31.12.1985 are eligible for grant of ex-gratia payment @ Rs.600/- per month + relief as applicable to pensioners / family pensioners, subject to the condition that they should have put in atleast 20 years of continuous service before superannuating. For retirement on other than superannuating grounds, this payment is not applicable.

(Authority: Railway Board’s Letter No. F (E) III/97/PNI/ExGr/5 dt. 27.01.1998 and 13.11.1998)

6.3.8. General Instructions

The period up to which family pension is payable is as follows: -

* Widow/Widower including a judicially separated wife / husband up to the death or remarriage whichever is earlier.

* Son until he attains the age of 25 years.

* Unmarried daughter until she attains the age of 25 years or marriage whichever is earlier.

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* If the son or daughter is suffering from any disability of mind or physically crippled or disabled so as to render him / her unable to earn a living even after attaining the age of 25 years, the family pension shall be payable to such son / daughter for life subject to certain conditions.

* If there are more than one legally wedded wife, the family pension shall be paid in equal share. On the death of one, her share of family pension will be payable to her eligible children. If no eligible children are available, her share of family pension shall cease.

* When the deceased employee is survived by a widow and one eligible child through another deceased wife, the child is eligible for family pension which his / her mother would have received, if alive.

* Children of divorced wife are also eligible.

* If both husband and wife are railway employees, the family pension on the death of any one of them is payable to the surviving husband or wife as the case may be. If both of them die, the surviving child or children are eligible for family pension subject to the following limits: -

* If the two family pensions are eligible at the enhanced rate, the total amount of both the pensions shall be limited to Rs.2550/-

* If one family pension is admissible at the enhanced rate and the other family pension at the ordinary rate then also the total of both the pensions shall be limited to Rs.2550/-

* If the two family pensions are admissible at the ordinary rate, the total of both the pensions shall not exceed Rs.1275/-

* Post retiral spouses are eligible for family pension from the date of death of the pensioner.

6.4. Gratuity:

6.4.I. Death Gratuity:

It is payable to the family of the railway servant in the event of his/her death while m service.

Less than one year service	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more bur less than 20 years	12 times of emoluments

More than 20 years	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times emoluments and shall not exceed Rs. 3.5 Lakhs in any case.

(Authority: Rule 70 of RSPR, 1993)

Illustration:

Date of death of an Employee: 1.10.2001.
Basic pay at the time of death: Rs. 10000/-
Total qualifying service rendered: 25 years.
DA@: 45%.

Death Gratuity =l Pay + DA) x Q.S = [10000+4500] x 25 = **Rs. 362500/- Restricted to Rs.3.5 Lakhs**

6.4.2. Residuary gratuity:

When a Railway servant who has become eligible an ordinary gratuity/ pension, dies within 5 years after his retirement from service, and the amount received by him at the time of death on account of such ordinary gratuity/pension together with the death-cum-retirement gratuity granted to him under the rules and the commuted value of any portion of ordinary pension commuted by him are less than the amount equal to 12 times his emoluments, a residuary death-cum-retirement gratuity equal to the deficiency may be granted to his family.

6.5. DEPOSIT LINKED INSURANCE SCHEME:

Deposit Linked Insurance is a lumpsum payment to be paid only to the family of the deceased employee @ twice the amount standing at the credit of the PP account of the deceased subject to a maximum of Rs. 60,000/- provided, the following balance was maintained in the PF account during the last 3 years immediately preceding the date of death, subject to the condition that the deceased employee had put in atleast 5 years service at the time of death.

Minimum amount of balance in account PF	Pay scales
Rs.25, 000/-	Rs.12, 000 or more
Rs.15, 000/-	Rs.9, 000/- but less than Rs. 12,000/-
Rs.10, 000/-	Rs.3, 500/-or more but less than Rs. 9,000/-
Rs.6, 000/-	Less than Rs. 3,500/-

(Authority: Rly Bd. Lr.No. E (W) 97 / WE- 1 / 13 dt. 20.10.1998 & 29.05.2000)

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6.6. WIDOW PASS:

With effect from 12.03.1987, the widow/widower of the retired railway employees who have not opted out of the scheme of passes for widows while in service are eligible for half the number of post retirement pass that her husband / wife would have been eligible for the service rendered / or was receiving at the time of his/ her demise after retirement.

The eligibility of this travel facility shall cease on re-marriage. Even if a Railway employee was not eligible for the post retirement pass on account of less service than required, widow / widower is entitled for grant of one set of pass every alternate year.

Widows of Railway servants who had opted out of scheme of widow pass will also be eligible to be admitted to the scheme of widow pass on one-time payments of Rs.250/-

(Authority: Rly. Bd. Lr.No. E (W) 85 / PS / 5 / 8 / 2 dt. 30.06.1987 & 24.04.1998 and No. E (W) 98PS5-1/55 dated 12.03.2001)

6.7. EX-GRATIA ON DEATH WHILE ON DUTY:

i) Family of an employee who dies in harness while performing bona fide official duties shall be paid ex-gratia as follows w.e.f. 01.08.1997:

  a) Death due to accident in the course of performance of duties or Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti social elements etc., = Rs. 5 lakhs

  b) Death occurring during enemy action in international war or border skirmishes and action against militants, terrorists, extremists etc., = Rs.7.50 Lakhs

ii) Ex-Gratia compensation shall be reduced by the compensation received from Railways, if Central Govt. Civilian employee is killed in train accident while traveling on duty.

iii) When relief is also provided to the families of deceased Govt. servants from P.M. Relief Fund, C.M. Relief Fund., etc., the aggregate of the relief/ex-gratia compensation paid from different sources should not exceed Rs. 10 Lakhs in each individual case.

(Authority: Rly Bd. Ltr. No. E (W) 99/CP-1/1 dated 05.11.1999)

6.8. APPOINTMENT ON COMPASSIONATE GROUNDS:

It relates to appointment of dependents of Railway employees who lose their lives in the course of duty or die in harness otherwise while in service or medically incapacitated / decategorised.

6.8.1. Circumstances under which compassionate appoints may be made:

a) When a Railway employee loses life in the course of duty or gets so crippled that he / she cannot do any work;

b) When the Railway employee dies in harness while in service before retirement.

c) When an employee's whereabouts are not known

d) When the Railway employee becomes crippled while in service or develop serious ailments like heart disease, cancer etc. or medically decategorised for the job he / she was holding and no alternative job on the same emoluments can be offered and if he/she seeks voluntary retirement.

Normally, only the father is taken to be the breadwinner of the family. If both wife and husband are Railway employees, on account of death of the husband, employment is permissible to a ward but not on account of death of wife.

6.8.2. Eligibility:

In order of priority

a) Widow / widower
b) Son / daughter
c) Near relative
d) Adopted son / daughter

Note: For near relatives, appointment on compassionate grounds will be subject to the following conditions:

- Where the Railway employee who dies in harness has left behind only a widow with no son or daughter to support her.

- The son or daughter of the employee is a minor and the widow cannot take up the employment.

- A certificate should be forthcoming from the widow that near relative will act as the breadwinner.

- At a later date, if the near relative refuses to support the family, his / her services are liable to be terminated.

- Once near relative is appointed on compassionate grounds, no further appointment will be granted to son or daughter on compassionate grounds.

- Appointment of the near relative shall not be considered if son or daughter or widow herself is already working.

- A blood relation who is considered to be the breadwinner of the family could be considered as near relative.

Note: **In case of adopted son/daughter:**

- There is satisfactory proof of adoption, valid legally.

- The adoption is legally recognized under the personal law governing the Railway employee

- The legal adoption process has been completed and has become valid before the date of death / medical decategorisation / medical incapacitation of the ex-employee

6.8.3.Time limit for appointment on compassionate grounds.

Normally all applications for appointments on compassionate grounds should be made within a period of 5 years from the date of occurrence of the event entitling eligible person to be appointed on this ground. GM may relax the period of 5 years subject to the following conditions:

i. The power shall be exercised personally by the GM and not delegated to any lower authority.

ii. The case should not be more than 20 years old from the date of death in the following types of cases:

> Compassionate appointments of first son/first daughter where request has been made after a period of 5 years from the date of medical invalidation.

> Compassionate appointments of other than first son/first daughter where request has been made after a period of 5 years from the date of death.

> Consideration of application submitted more than 2 years after the candidate becomes major.

iii. The widow of the deceased employee should not have married.

iv. The benefit of appointment on compassionate grounds should not have been given at any time to any other family member.

v. The circumstances of the case should be such as to warrant relaxation of the time limit of 5 years.

vi. Reason for relaxing the time limit should be placed on record.

vii. The request for appointment on compassionate grounds should have been received by the administration as soon as the son / daughter to be considered for appointment becomes major.

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Where the death occurred more than 10 years back and also in cases where death took place between 5 to 10 years back but the conditions stipulated above are not fulfilled, appointment on compassionate grounds is not within the competency of the GM. Such cases can be referred to Railway Board with the personal approval of the GM.

6.8.4. Qualifications & Conditions to be fulfilled:

Person seeking appointment should fulfill the conditions of eligibility regarding age and educational qualification, prescribed for appointment to the post or grade concerned. However, the upper age limit may be freely relaxed on merits of the case. The lower age limit of 18 years normally required for appointments may be relaxed for one year with the personal approval of GM. Beyond one year, Board's approval is required.

Educational qualifications prescribed for the post to be offered should not be relaxed. However, if on the merits of an individual case, GM feels that such relaxation of the minimum educational qualification is absolutely necessary, he may refer to Railway Board. The Board will consider these cases on merits subject to the stipulation that the candidate shall acquire the requisite qualification within the prescribed time limit. Such cases will carry the following stipulations in the offer of appointment:

i) The period to be allowed for acquiring qualification will be two years.

ii) Such a person will not be confirmed in service till he / she acquires the qualification.

iii) Not eligible for promotion till the time of acquiring the requisite qualification

iv) If any junior is promoted, promotion of the junior will be treated as regular and comp. Ground appointee will lose seniority in the higher grade to the junior.

6.8.5. Priorities to be observed:

Following should be the order of priority while making compassionate ground appointments:

1) Dependents of employees who die or permanently crippled in the course of duty.

2) Dependents of employees who die in harness as a result of Railway or other accidents when off duty.

3) Dependents of employees who:

   a) Die in harness or are totally incapacitated while in service irrespective of the period of service left to reach the age of superannuating.

b) Are medically de-categorised with less than 30 years of qualifying service for pensionary benefits / 30 years of service for SC to PF.

4) Dependents of employees who are medically decategorised with 30 years or more qualifying service / 30 years of service for SC to PF.

Compassionate ground appointment to the Ward/widow of a casual labour.

a) GM has powers to consider and decide a request for appointment of ward / widow of a casual labour who dies due to accident while on duty, provided the casual labour concerned is eligible for compensation under WCA.

b) Similar consideration may also be shown to a ward / widow of a casual labour with temporary status at the discretion of the GM.

c) This power should be exercised by the GM personally and should not be delegated to any other authority.

7. POINTS TO BE REMEMBERED

7.1. Entire Gratuity is to be with held for non-vacation Quarters and if any departmental or judicial proceedings are pending.

7.2. Disbursement through Post Office would be permitted only in places where branches of Public Sector Bank are not available

7.3. Family Pension is payable in the order of date of birth of the children irrespective of male or female.

7.4. Length of qualifying service of over 9 years and 9 months but less than 10 years will be reckoned as completed 10 years of service.

7.5. Pension Payment Order is a valuable document containing a running account of pensionary entitlement. It is to be kept in safe custody.

7.6. All Pension/gratuity and Dearness Relief are payable in Indian currency and in India only. Fraction, if any, will be rounded off to the next higher Rupee.

7.7. No employee can earn two pensions in the same service/post at the same time or by the same continuous service. However, there is no bar to an employee drawing more than one pension on account of separate spells of employment qualifying for separate pension or due to a combination of pension and Family pension or civil & military pension.

7.8. Pension / Family Pension is payable upto and including the day on which its recipient dies.

7.9. Grant of Pension and its continuance is subject to future good conduct of the Pensioner.

7.10. Pension finally authorised cannot be revised to the disadvantage of the pensioner except to correct a clerical error.

7.11. Government dues are adjustable against Gratuity or dearness relief.

7.12. Pension cannot be attached/seized etc for any demand against a pensioner nor can a pensioner make any assignment in anticipation of pension.

7.13. If a pensioner is convicted of a serious crime or is found guilty of grave misconduct or negligence; pension may be withheld or withdrawn fully or partly for a specified or indefinite period. Recovery from pension may also be made for any pecuniary loss caused to the Government.

7.14. Documents to be supplied to the retired employees at the time of retirement:

i. Pension Payment Order
ii. Medical Identity Card
iii. Family Identity Card for Post Retirement Complimentary Pass

8. List of Forms and Annexure which are required to be filled up.

FORM 8

(See Rules 79-(1) (c) and 81 (1))

ANNEXUURE-I

-------------------------- RAILWAY

PARTICULARS TO BE OBTAINED BY THE HEAD OF OFFICE FR THE RETIRING RAILWAY SERVANT EIGHT MONTHS BEFORE 1 DATE OF HIS RETIREMENT

1. Name:

2. (a) Date of birth:
   (b) Date of retirement:

3. * Two specimen signatures (to be furnished in a separate sheet d attested by a gazetted Government servant)

4. ** Three copies of passport size joint photograph *** with wife or husband (to be attested by the Head of office)

5. *** Two slips showing the particulars of height **** and personal identification marks duly attested by a gazetted government servant

6. Present Address

7. @ Address after retirement

8. Name of the treasury or the branch of Public Sector Bank / Post Office or the Pay and Accounts Office through which the pension is be drawn:
9. Details of the family in Form 6:

10. Indicate whether family pension is admissible from any other source-military or State Government and or a public sector undertaking / autonomous body / local fund under the Central or State Government.

Place: Signature of Railway servant
Date: Designation
Dept.
Office

*Two slips each bearing the left hand thumb and finger impress duly attested may be furnished by a person who is not literate enough to sign his name. If such a railway servant on account of physical disability is unable to give left hand thumb and finger impressions may give thumb and finger impressions of the right hand. When railway servant has lost both the hands, he may give his impressions. A gazetted

Government servant should duly attest impression.

** Two copies of the passport size photograph of self only need be furnished by a railway servant if he is governed by rule 75 of the Railway Service (Pension) Rules, 1993 and is unmarried or a widower or widow.

*** Where it is not possible for a railway servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The Head of Office shall attest the photographs.

'**** Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address should be notified to the Head of office.

FORM -2

{(See Rules 6(2), 14 (3), 13, 15(1) and 18(3)}

ANNEXURE - II

---------------------------- RAILWAY

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER

(To be submitted in duplicate at least three months before the date of retirement)

PART - I

The---.
(Here indicate the designation and full address of the Head of Office)

Sir,

Sub: Commutation of pension without medical examination.

I desire to commute a fraction of my pension in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993. The necessary particulars are furnished below:

1. Name in block letters:

2. Father's Name (and also husband's name in the case of a female Govt. servant):

3. Designation:

4. Name of office / Dept. / Ministry in which employed:

5. Date of birth (by Christian era):

6. Date if retirement on superannuation or on the expiry of extension in service granted under Rule 1801, Indian Railway Establishment Code:

7. *Fraction of superannuation pension proposed to be commuted:

8. **Disbursing authority from which pension is to be drawn after retirement:

   a) Treasury / Sub-Treasury (Name and complete address of the Treasury / Sub-Treasury to be indicated):

   b) i) Branch of the nominated nationalised bank with complete postal address,
      ii) Bank Account No. to which monthly pension is to be credited each month

   c) Accounts Office of the Ministry / Department / Office:

Place: Signature of Railway servant
Date

Present Postal Address ---------------------------------
Postal address after retirement ----------------------

* The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of forty percent thereof) which he / she desires to commute and not the amount in rupees)

** Score out which is not applicable.

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FORM – 6

(See Rule 75(15)(a)

ANNEXURE - III

------------------------------- RAILWAY

STATEMENT SHOWING THE DETAILS OF THE MEMBERS OF THE FAMILY FOR THE PURPOSES OF FAMILY PENSION

1. Name (Block letters):

2. Designation: Branch:

3. Office:

4. Date of Birth:

5. Date of appointment:

6. Details of family as on:

S.N.	Name of members of family	Relationship with the Rly servant	Date of birth (by Christian era)	Whether the child is physically handicapped	Remarks
1					
2					
3					

I declare that the information given above is correct. I hereby undertake to keep the above particulars upto date by notifying to the Head of Office by addition or alteration.

Station: Signature of Railway servant
Dated:

Witness ---------------------------
Signature -------------------------
Date -------------------------------
Name (Block letters) -----------
Designation ----------------------
Office-----------------------------

Countersigned Head of office (gazetted)
Station Dated Designation ---------------------

ANNEXURE-IV

-------------------------- RAILWAY

FORM FOR SPECIMEN SIGNATURE OF THE APPLICANT

Specimen signature of Shri / Smt. (Name) ----------------------------------
Designation --

1.

2.

3.

Office   Signed before me

Station
Date

Signature & designation of Gazetted Officer

SPECIMEN SIGNATURE OF THE APPLICANT'S SPOUSE

Specimen signature of Shri / Smt. (Name) -------------------------------
Husband / Wife of---------------------Designation --------------------------

1.

2.

3.

Office   Signed before me

Station
Date

Signature & designation of Gazetted Officer

ANNEXURE – V

--------------------------- RAILWAY

Form for joint/single photograph of Shri/Smt (Name) ------------------ Designation ----- ------------------------------ office --------------------------

PHOTOGRAPH

Paste the joint / single photograph which is to be attested by a Gazetted officer whose signature and designation, stamp should be partly on the photograph and partly on the paper.

Personal marks of identification:

Self

1.

2.

Spouse

1.

2.

Should be the same as in the Service Register / Service Card Should be attested by a gazetted officer with designation and seal

Place:

Signature
Date:

ATTESTED

Signature
Designation

Office seal

Gazetted officer

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ANNEXURE - VI

------------------------------ RAILWAY

THUMB & FINGER IMPRESSION OF THE APPLICANT

(Not required in case of the literate or staff who can sign)

Thumb & Finger Impressions of (Name)

(Last Designation) ....

Place:

Thumb	Fore Finger	Middle Finger	Ring Finger	Little Finger

ATTESTED

Signature

Station ....
Date ....

Name & Designation of the Gazetted Officer

ANNEXURE – VII

------------------------------ RAILWAY

PERMANENT ADDRESS & MODE OF PAYMENT

Permanent address of the Rly. Servant after termination of service and Mode of Payment of Retirement benefits

1. Address:...

----

2. Mode of Payment: -

(i) (a) Gratuity:..

(b) Commuted Value:...

(c) G.I.S. Fund: ....

(d) Cash equivalent of leave: ....

(e) Provident Fund:...

(ii) Name of Treasury/ Bank at which Pension will be drawn:

Saving Bank Account No. ....

Signature ....

Name of employee ....

Designation ....

Station ....

Date ....

Back to Index

ANNEXURE – VIII

----------------------------------- RAILWAY

LETTER OF AUTHORITY AND UNDERTAKING FOR DRAWL OF PENSION THROUGH PUBLIC SECTOR BANK

I hereby authorise .... Bank to receive my monthly pension and credit the same to my saving bank account (Pension) on the first working day of every month as per particulars given below:-

i) Name in full ....

ii) Particulars of Public Sector Bank -

a) Name of Bank ....

b) Branch where the payment is desired ....

c) Saving Account (Pension) No. ....

iii) Amount of Pension per month (in words) Rupees. ....

I agree to under take that any amount excess/ wrong payment of pension if credited to my above saving bank account may be recovered or withdrawn from the said saving bank account by the public section bank.

The authority shall remain in force until due notice in writing is given by me.

Signature of Railway Servant ....
Designation ....
Office...
Name ....
Father's name ....
Address..
Date...

Witness:
Signature...
Name..
Address...
Date...

Signature...
Name..
Address ....
Date ....

Gazetted Officer

ANNEXURE - IX

-------------------------------- RAILWAY

FORM FOR NOMINATION FOR PAYMENT OF ARREARS OF PENSION

I .... hereby nominate the person named below in terms of para 3 of Ministry of Railways letter No. F (E-III/83/PN/1/25 dated 21.11.1983.

Name & Address of the nominee (1)	Relationship with the pensioner (2)	Date of birth (3)	If the nominee minor, address of person who may receive the said arrears of pension during the nominee's minority (4)	Name and address of other nominee in case the nominee under column 1 above predeceases the pensioner (5)

Relationship with the pensioner (6)	(Date of birth of the other nominee if minor (7)	Name and address of person who may receive the said arrears of pension during the other nominee's minority (8)	Contingency on the happening of which nomination shall become invalid (9)

Place
Date:

Signature or thumb impression, if illiterate and name of pensioner and address

Signature of witness ....
Name & Address ....

Signature of Pension Disbursing Authority

(Acknowledgement to be sent by Pension Disbursing Authority/Head of Office)

Certified that application/nomination has been received from ..…………………….. .... (Name of pensioner whose address is:-

Signature of Pension disbursing Authority,
Bank/ Treasury/ P.O./ Accounts Office/
Head Office and Full Address.

Place:
Date:

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FORM 6

[see Rule 8]

ANNEXURE - X

--------------------------------- RAILWAY

FORM FOR NOMINATION FOR VALUE OF COMMUTATION

To

Head of Office
Place:

I .... hereby nominate the person named below, under rule 8 of the Railway Services (Commutation of Pension) Rules, 1993

Name & Address of the nominee (1)	Relationship with the pensioner (2)	Date of birth (3)	Name and address of person who may receive the said Commuted value during the nominee's (4)	Name and address of Other nominee in case the nominee under column (1) predeceases The pensioner. (5)

Relationship with the pensioner (6)	Date of birth (if the other nominee is minor) (7)	Name and address of person who may receive the commuted value of pension during the other nominee's minority (8)	Contingency on the happening of which nomination shall become invalid (9)

Place:......................................
Date:.......................................

Signature (or thumb impression, if illiterate) and name of pensioner and Address

Signature of witness ....
Name & Address ....

Signature of Head of Office

STAMP

Acknowledgement to be sent by the Head of Office

Certified that the nomination has been received from ....………........ (Name of Pensioner) whose address is ....

Place ....
Date...........................

Signature of Head of Office
Full address

FORM 4

ANNEXURE XI

[see Rule 74 (i)]

--------------------------- RAILWAY

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(When the Railway servant has a family and wishes to nominate one member or more than one member thereof)

I....................................... hereby nominate the person / persons mentioned below, who is / are member(s) of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Government in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity, which having become admissible to me on retirement, may remain unpaid at my deaths-

Original Nominee(s)				Alternate Nominee(s)	
Name and address of Nominees (1)	**Relationship with the Railway servant (2)**	**Age (3)**	**Amount or share of Gratuity payable to each* (4)**	**Name address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Railway servant or the nominee dying after the death of the Railway servant but before receiving payment of the gratuity (5)**	**Amount or share of Gratuity payable to Each @ (6)**
1					
2					

This nomination supersedes the nomination made by me earlier, on ....(date) which stands cancelled.

Note:

(i) The Railway servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

Date this ....day of 20

Witness to signature

1..................................

2...................................

Signature of Railway Servant

* This column should be filled in so as to cover the whole amount of gratuity

@ The amount / share of gratuity shown in this column should cover the whole amount / share payable to the original nominee (s)

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ANNEXURE-XII

-------------------------------- RAILWAY

PAYEE'S LETTER OF AUTHORITY

Payee's letter of authority for payment of Provident Fund/Special Contribution to Provident Fund / Gratuity/D.C.R.G./Compassionate Gratuity by Postal Money Order/Cheque/Bank Draft.

To

The Accounts Officer,
------------------------ Railway

Dear Sir,

I request that my Provident Fund/Special Contribution to Provident Fund or D.C.R.G. Gratuity/Compassionate Gratuity money may be remitted to me by Postal Money Order/by Cheque/Bank draft on.. Bank sent by Registered Post at the following address.

I agree that the remittance made in the above said manner shall be at sole risk and shall be a complete discharge of government from all liability on the money being remitted by Money Order or in the cheque or bank draft being forwarded by the Registered Post, as the case may be. I enclose herewith a receipt for the amount.

Yours faithfully,

Signature or left hand thumb impression
Designation...
Department ....

House Address: ....
Date: ....

Name of the Payee ....
Father's name ....
Amount in figures Rs. ....
Signature of the witness ....
Full Address: ....

RECEIPT

Received from .... the sum of Rs. .... in full and final settlement of my provident fund amounts/ Special Contribution to Provident Fund/ Gratuity/ Compassionate Gratuity.

STAMP

Signature or thumb impression of payee.

Full address of payee

Signature of witness: ....
Address of witness: ....

Attested Signature of Recipient.

Station ....
Date: ....

Signature of Gazetted Officer.

ANNEXURE XIII

---------------------------------- RAILWAY

CONSENT FOR ISSUING MEDICAL IDENTITY CARD

I opt for the "Retired Employees Liberalized Health Scheme" (RELHS) 1997

I have not deposited the contribution for joining the scheme so far. I hereby give my consent for deduction from my gratuity an amount equal to my one month's basic pay at the time of my retirement / superannuation.

Please issue medical identity card.

Signature ....

Name ....

Designation ....

Office/ Branch..................................

Date of retirement ....

P.F. A/c No. ....

Place: ....
Date: ....

ATTESTED

Signature of the Gazetted Officer

Place : ....
Date: ....

FOR OFFICIAL USE

Note:

1. The concerned settlement clerk will detach the form and deliver it to the authority empowered to issue Medical Identity Card well in advance.

2. While making deduction from DCRG he will advise the amount to be recovered to FA & CAO/ Sr. DAO indicating in "NDC”.

ANNEXURE - XIV

-------------------------------- RAILWAY

FORM NO. COMPLIMENTARY PASS

APPLICATION FOR POST RETIREMENT PASSES.

I desire to obtain my post - complimentary passes from the office of ......

1. Name (in block letters) ....

2. Father's name ....

3. Designation on retirement (both Offg. and Substantive) ....

4. Office/ Station from where retired ....

5. Scale of Pay on retirement ....

6. Rate of pay on retirement (both Offg. and Substantive) ....

7. Date of appointment ....

8. Date of retirement ....

9.Total length of service Years............... Months................ days ....

10. Date of entry in Gazetted cadre ....

11.Total service in Gazetted cadre ....

12.Class of pass entitled to ....

12 (a) Whether opted out of widow pass scheme or not ....

13. No. of sets of post ret. Complimentary passes entitled to in a calendar year..

14. No. of privilege passes availed during the year of retirement. ....

15. No. & locality of railway quarter..

16. Duration of permission granted for retention of quarter.....................

17.Date of vacation of quarter ....

18.Address for correspondence ....

19. Specimen signature of the retired employee (1) ....

(2) ....,.......…………

Place: ....
Date: ....

………………………

Signature of employee
Name, Designation and Signature of attesting Gazetted Officer

Note: This form along with family particulars should be detached by the retiring employee and delivered to the concerned pass section for issue of pass.

ANNEXURE-XV

--------------------------------------- RAILWAY

UNDERTAKING & OPTION FORM

(To be submitted b pensioners to his/her Pension Disbursing Authority)

I .... Son / Daughter of .... resident of... existing address) hereby declare that:-

My place of residence lies within the city/town/municipality limit of the places where Railway Hospital's/Health Units/Lock-up dispensaries exist hence. I am not entitled to the grant of Medical allowance an I will be availing the existing OPD Medical facilities, the necessary endorsement may please be made in my PPO in this regard.

OR

I am residing in a place which lies outside the jurisdiction of City/Town/municipality limits of the places where Railway Hospitals/Health Units/Lock-up dispensaries are available as mentioned in annexure III of Railway Board's Letter No. PC - V/98/1/7/1/1 dated. 21-4-99 (S.No. PC-V/167.RBE No.65/99). Accordingly, I hereby opt:-

(i) For the OPD medical facility from Railway Hospital/Health Unit/Lock-Up dispensaries.

OR

(ii) To claim fixed medical allowance of Rs.100/- per month

Necessary endorsement may please be made in my PPO in this regard

Signature...

Name...

PPO No. ....…

Place...
.

COUNTER SIGNED BY HEAD OF OFFICE / PDA

FORM 7

(See rules 78, 80, 81(1) and 81(3) and 85(1))

ANNEXURE-XVI

-------------------------------- RAILWAY

FORM FOR ASSESSING PENSION AND GRATUITY

(To be sent in duplicate if payment is desired in a different circle of accounting unit)

(For official use only)

PART 1

1. Name of the railway servant :

2 Father's name(and also husband's name in the case of female railway servant):

3. Date of birth (by Christian era):

4. Religion:

5. Permanent residential address showing village, town district and State:

6. Present or last appointment including name of establishment i) Substantive, ii) Officiating if any:

7. Date of beginning of service:

8. Date of ending of service:

9. i) Total period of Military service for which pension or Gratuity was sanctioned:

ii) Amount and nature of any pension/gratuity received for the Military service:

10. Amount and nature of any pension /gratuity received for previous civil service:

11 Government under which service has been rendered in Years Months Days in order of employment:

12. Class of Pension applicable:

13. The date on which action initiated to

i) Obtain the ' No Demand Certificate' from the Directorate of Estates as provided in rule 98(1):

ii) Assess the service and emoluments qualifying for pension as provided in rule 79; and:

iii) Assess the railway/Government dues other than the dues relating to the allotment of railway/Government accommodation

14. Details of omissions, imperfections or deficiencies in the service book which have been ignored under rule 79(l)(b)(ii) :

15. Total length o qualifying service (for the purpose of adding towards broken periods, a month is reckoned as thirty days:

16. Periods of non-qualifying service From To

i) Interruption in service condoned under rule 43:
ii) Extraordinary leave not qualifying for pension:
iii) Period of suspension not treated as qualifying:
iv) Any other service not treated as qualifying:

Total

FORM 9

ANNEXURE-XVII

(Rule 81(1))

----------------------------------- RAILWAY

FORM OF LETTER TO THE ACCOUNTS OFFICER FORWARDING THE PENSION PAPERS OF A RAILWAY SERVANT

(for office use only)

NO.--------------------------
Office of--------------------
Station----------------------
Dated------------------------

To
The Accounts officer
The Pay and Accounts Officer

Subject: Pension papers of Shri/Shrimati/Kumari----------------------------- for authorisation of pension

Sir,

I am directed to forward herewith the pension papers of Shri/Shrimati/Kumari -------------- of this Ministry/Department/Office for further action.

The details of Railway/Government dues which will remain outstanding on the date of retirement of the railway servant and which need to be recovered out of the amount of death-cum-retirement gratuity are indicated below:

a) Balance of the house-building or conveyance advance : Rs.

b) Overpayment of pay and allowance including leave salary : Rs.

c) Income-tax deductible at source under the Income-tax Act, 1961 (43 of 1961) : Rs.

d) Arrears of licence-fee for occupation of Rly/Government accommodation: Rs.

e) The amount of licence-fee for the retention of railway or Government accommodation for the permissible period of two months beyond the date of retirement : Rs.

f) Any other assessed dues and the nature thereof : Rs.

g) Amount of gratuity to be withheld for adjustment of unassessed dues if any : Rs.

Total Rs. __________

3. Attention is invited to the list of enclosures, which is forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/ Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

5. The death-cum- retirement gratuity will be drawn and disbursed by this Ministry / Department / Office on receipt of authority from you. The outstanding Railway or Government dues as mentioned in Para 2 above will also be recovered out of the death-cum-retirement gratuity before making payment.

Signature of Head of Office

ANNEXURE-XVIII

------------------------------ RAILWAY
(For Official use only)

CALCULATION SHEET

1. Name :

2. Designation/Department :

3. Date of Birth :

4. Date of entry in the Government Service :

5. Date of Retirement :

6. Length of qualifying service reckoned for Pension/Gratuity (as indicated in P.P.O)
: Y M D

7. Emoluments drawn during the last 10 months : Rs.

8. Average emoluments for Pension (as indicated in P.P.O) : Rs

9. Pension admissible : Rs.

Calculation to be shown as follows:-

Average Emoluments Rs. X Qualifying Service
2 33
3

(i) Emoluments for Gratuity (as indicated in P.P.O) : Rs.

(ii) Retirement Gratuity admissible : Rs.

Calculation to be shown as follows:-

Emoluments Rs. X Qualifying Service
2

10. (i) Emoluments for Family Pension as indicated in P.P.O)

(ii) Family Pension admissible: Rs.

Calculation to be shown as follows: -

(a) Ordinary Family Pension: Pay last drawn X Prescribed % subject prescribed Min. Rs. .... Max. Rs ....

(b) Enhanced Family Pension: Rs .... upto payable to .... Family pension of ordinary rate as at (a) above X 2 subject to prescribed maximum and minimum as per Rule 54.

Reference No. if any :

Date:

(Head of Office)

COUNTERSIGNED

Reference Number, if any:

Date:

F.A.&C.A.O

****