



पूर्व तट रेलवे/EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/

Office of the Chief Personnel Officer

रेल सदन, द्वितीय तल, भुवनेश्वर-751 017

Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt.Srl. No. 85/2016

RBE No- 70/2016

पूतरे/कार्मिक/आर/ECOR/ Pers/R/Pension-4.

दिनांक/Date: 12.07.2016

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर

मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,

मु;कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,

व.का अधिकारी(नि)/भुवनेश्वर

महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,

महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

विषय/ In exercise of the powers as per Proviso to Article 309 of the constitution, the
Sub: president hereby makes the following rules further to amend the Railway services
(Pension) rules, 1993 .

पूतरे के विषय क्रमांक/ECOR's Subject Serial No-PS-11 /2016

उपर्युक्त विषय पर बोर्ड पत्र सं Gaz. of india Part-II Sec-3दिनांक 17.06.2016 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board's letter No. Gaz. of india Part-II Sec-3 dated 17.06.2016 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

संलग्न/Encl: यथोक्त/As above,

(M. Ganga Bhavani)

Dy. Chief Personnel Officer (IR&W.)

कृते मुख्य कार्मिक अधिकारी

For Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to : महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर

1) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)

2) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)

वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.-

सहा.कार्मिक अधि.(कल्याण)

RBE No. 70 /2016

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION 3, SUB - SECTION (i)]

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Notification

New Delhi, Dated the 17 June, 2016.

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Services (Pension) Rules, 1993, namely:-

1. (1) These rules may be called the Railway Services (Pension) Amendment Rules, 2016.
- (2) Save as otherwise expressly provided, they shall come into force on the date of their publication in the Official Gazette.
2. In the Railway Services (Pension) Rules, 1993 (hereinafter referred to as the said rules), in rule 15, for sub-rule (1) the following shall be substituted, namely:-
 - ' (1) For the dues other than the dues pertaining to occupation of Government or Railway accommodation, the Head of Office shall take steps to assess the dues "one year" before the date on which a railway servant is due to retire on superannuation.
 - (1A) The assessment of Government or Railway dues in sub-rule (1) shall be completed by the Head of Office eight months prior to the date of retirement of the railway servant.;
- (a) In the said rules, in rule 16, -
 - (i) in sub-rule (1), for the words and figures 'or rule 98 regarding the issue of "No Demand Certificate" shall scrutinise its records and inform the Head of Office eight months before the date of retirement of the allottee', the words 'of rule 77 regarding the issue of "No Demand Certificate" shall scrutinise its records and inform the Head of Office within two months' shall be substituted.
 - (ii) in sub-rule (4), the words "of four months" shall be omitted;

(b) in the said rules in rule 47,-

- (i) in the marginal heading, for the word "or", the word "and" shall be substituted;
- (ii) in sub-rule(1), for the word "or", the word "and" shall be substituted;
- (iii) after sub-rule (1), the following sub-rule shall be inserted, namely:-
"(1A) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of sub-rule (1) of rule 79.";

(c) in the said rules, in rule 74, in sub-rule (1), the words and figure "or Form 5, as may be appropriate in the circumstances of the case," shall be omitted;

(d) in the said rules, in rule 76, for sub-rule (1) and sub-rule (2), the following sub-rules shall respectively be substituted, namely:-

"(1) Every Head of Department or Head of Office, as the case may be, shall have a list prepared every three months, that is, on the 1st January, 1st April, 1st July and 1st October each year, of all railway servants who are due to retire within the next twelve to fifteen months of that date.

(2) A copy of every such list shall be supplied to the Accounts Officer concerned not later than 31st January, 30th April, 31st July or 31st October, as the case may be, of that year.";

(e) in the said rules, for rule 77, the following rule shall be substituted, namely:-

"77. Preparation of list of railway servants due for retirement.- The Head of Office shall write to the Directorate of Estates one year before the anticipated date of retirement of the railway servant who was or is in occupation of a Government accommodation (hereinafter referred to as the allottee) for issuing a 'No Demand Certificate' in respect of the period preceding eight months of the retirement of the allottee.";

(f) in the said rules, in rule 78, for the words "two years" the words "one year" shall be substituted;

(g) in the said rules, for rule 79, the following rule shall be substituted, namely:-

"79. Stages for the completion of pension papers on superannuation – (1) The Head of Office shall divide the period of preparatory work of one year referred to in rule 78 in the following three stages, namely:-

(a) First Stage – Verification of service. –

- (i) The Head of Office shall go through the service book of the railway servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 47 are recorded therein.
- (ii) In respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records such as last pay certificate, pay slip for month of April which shows verification of service for the previous financial year and record necessary certificates in the service book.
- (iii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the railway servant in another office or Department, the Head of Office under which the railway servant is at present serving shall refer the said period of service to the Head of Office in which the railway servant is shown to have served during that period for the purpose of verification.
- (iv) On receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:
Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously.
- (v) If no response is received within the time referred to in sub-clause (iv), such period or periods shall be deemed to qualify for pension.
- (vi) If at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Railway Board shall fix responsibility for such non-communication.
- (vii) The process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of superannuation.
- (viii) If any portion of service rendered by a railway servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) or sub-clause

(iv) or sub-clause (v), the railway servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement.

- (ix) The Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the pension of that railway servant.
- (x) If a railway servant is found to have given any incorrect information willfully, which makes him entitled to any benefits which he is not otherwise entitled to, it shall be construed as a grave misconduct.

(b) Second Stage.- Making good omission in the service book.-

- (i) The Head of Office while scrutinising the certificates of verification of service shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension.
- (ii) Every effort shall be made to complete the verification of service, as specified in clause (a) and to make good the omissions, imperfections or deficiencies in sub-clause (i).
- (iii) Any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the railway servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the service book.
- (iv) For the purpose of calculation of average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service.
- (v) In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a railway servant, and not for any period prior to that date.

(c) Third Stage.- As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the railway servant, the Head of Office shall -

- (i) Furnish to the retiring railway servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of pension and gratuity and also the

emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension.

- (ii) direct the retiring railway servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him.
- (iii) Forward to the retiring Government servant Form 8 advising him to submit the same duly completed in all respects so as to reach the Head of Office not later than six months prior to his date of retirement.;

- (h) in the said rules, after rule 79, the following rule shall be inserted, namely:-

"79-A. Submission of Form 8.- A railway servant, retiring for reasons other than superannuation may, submit Form 8 before such retirement but after the competent authority has approved such retirement or the retirement has become effective, as the case may be.";

- (i) in the said rules, for rule 80, the following rule shall be substituted, namely:-

"80. Completion of pension papers .- In cases under rule 79, the Head of Office shall complete Part I of Form 7 not later than four months before the date of retirement of a railway servant and in cases under rule 79-A, the Head of Office shall complete Part I of Form 7 within three months after submission of Form 8 by a railway servant.";

- (j) in the said rules, in rule 81, -

- (i) sub-rule (3) shall be omitted;
- (ii) for sub-rule (4), the following sub-rule shall be substituted, namely:-

"(4) The papers referred to in sub-rule (1) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a railway servant and in cases other than retirement on superannuation not later than three months after the date of submission of Form 8.";

- (k) in the said rules, in rule 82, the words, brackets and figures, "within the period specified in sub-rule (4) of rule 81" shall be omitted;

- (l) in the said rules, in rule 83, for sub-rule (1), the following sub-rule shall be substituted, namely:-

"(1) The Head of Office shall, after ascertaining and assessing the Government or Railway dues referred to in rule 15, furnish the particulars thereof to the Accounts Officer in Form 9.";

(m) in the said rules, for rule 91, the following rule shall be substituted, namely:-

"91. Provisional pension for reasons other than Departmental or Judicial proceedings. - (1) where in spite of following the procedure laid down in rule 79, it is not possible for the Head of Office to forward the pension papers referred to in rule 81 to the Accounts Officer within the period specified in sub-rule (4) of that rule or where the pension papers have been forwarded to the Accounts Officer within the specified period but the Accounts Officer may have returned the pension papers to the Head of Office for eliciting further information before issuing pension payment order and order for the payment of gratuity and the Government servant is likely to retire before his pension and gratuity or both can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records, and without delay, determine the amount of provisional pension and the amount of provisional retirement gratuity.

(2) On receipt of Form 8, in a case of retirement otherwise than on superannuation, the Head of Office shall sanction provisional pension and also provisional retirement gratuity till issue of Pension Payment Order.

(3) Where the amount of pension and gratuity cannot be determined for reasons other than the Departmental or Judicial proceedings, the Head of Office shall -

(a) issue a letter of sanction addressed to the railway servant endorsing a copy thereof to the Accounts Officer authorising -

(i) 100 per cent. of pension as provisional pension for a period not exceeding six months to be reckoned from the date of retirement of the railway servant; and

(ii) 100 per cent. of the gratuity as provisional gratuity withholding that part of gratuity as provided in these rules.

(b) specify in the letter of sanction the amount recoverable from the gratuity under sub-rule (1) of rule 83 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw -

(i) the amount of provisional pension; and

(ii) the amount of provisional gratuity after deducting therefrom the amount specified in sub-clause (ii) of clause (a) and the dues, if any, specified in rule 15,

in the same manner as pay and allowances of the establishment are drawn by him.

- (4) The amount of provisional pension and gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.
- (5) (a) The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of a railway servant or from the date of submission of Form 8 by the railway servant, whichever is later, and if the amount of final pension and the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of said period of six months, the Accounts Officer shall –
- (i) issue the pension payment order; and
 - (ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of clause (b) of sub-rule (3) after adjusting the Government or Railway dues, if any, which may have come to notice after the payment of provisional gratuity.
- (b) If the amount of provisional pension disbursed to a railway servant under sub-rule (3) is, on its final assessment, found to be in excess of the final pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount of pension out of gratuity withheld under sub-clause (ii) of clause (a) sub-rule (3) or recover the excess amount of pension in instalments by making short payments of the pension payable in future.
- (c) (i) If the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired railway servant shall not be required to refund the excess amount actually disbursed to him.
- (ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimised and the officials responsible for the excess payment shall be accountable for the over- payment.
- (6) If the final amount of pension and gratuity has not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (5), the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.
- (7) As soon as the pension payment order has been issued by the Accounts Officer under clause (a) of sub-rule (5) or sub-rule (6), the Head of Office shall release the amount of withheld gratuity under

sub-clause (ii) of clause (a) of sub-rule (3) to the retired railway servant after adjusting Government or Railway dues which may have come to notice after the payment of provisional gratuity under sub-clause (ii) of clause (b) of sub-rule (3).

(8) If a railway servant is or was an allottee of Government or Railway accommodation, the withheld amount should be paid on receipt of 'No Demand Certificate' from the Directorate of Estates or on vacation of Railway accommodation, as the case may be.;

(n) in the said rules, in rule 85, for sub-rule (1), the following sub-rule shall be substituted, namely -

"(1) (a) On receipt of pension papers referred to in rule 81, the Accounts Officer shall apply the requisite checks, record the account encasement in Part II of Form 7 and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than one month in advance of the date of the retirement of a railway servant on attaining the age of superannuation.

(b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within three months of the date of receipt of pension papers from the Head of Office.

(c) The Accounts Officer shall indicate in the Pension Payment Order, the name of the spouse of the railway servant, if alive, as family pensioner.

(d) The Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(e) On receipt of a written communication from the Head of Office on an application from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(f) The Pension Disbursing Authority shall authorise family pension to the members of family referred to in clause (c), (d) or clause (e) in accordance with the provisions of rule 100 in the order indicated in rule 75.;

(o) in the said rules, in rule 84, in the proviso, for the words "not exceeding two hundred and fifty rupees per mensem (inclusive of the amount of relief on pension)", the words "not exceeding three thousand five hundred exclusive of the amount of relief on pension" shall be substituted;

(p) in the said rules, in rule 87, -

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:-

"(1) In all cases where the payment of gratuity has been authorised later than the date when its payment becomes due, including the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid at the rate applicable to State Railway Provident Fund amount in accordance with the instructions issued from time to time:

Provided that the delay in payment was not caused on account of failure on the part of the railway servant to comply with the procedure laid down by the Government for processing his pension papers.";

(ii) in sub-rule (2), for the words "administrative lapse", the words "administrative reasons or lapse" shall be substituted;

(iii) in sub-rule (3), after the words "payment of gratuity", the words "on account of administrative lapses." shall be inserted;

(q) in the said rules, in rule 90, after sub-rule (1), the following sub-rule shall be inserted, namely:-

"(1-A) The question whether the revision has become necessary on account of a clerical error or not shall be decided by the Railway Board.";

(r) in the said rules, in rule 92, for sub-rule (3), the following shall be substituted, namely:-

"(3) Where the family of the deceased railway servant is eligible under rule 75 for family pension, the Head of Office shall address the eligible member of the family or the guardian, as the case may be, in Form 14 for making claim in Form 10.;

(4) if on the date of death, a railway servant was an allottee of Government or railway accommodation, the head of office shall address the Directorate of Estates or railway administration, as the case may be, for the issue of 'No Demand Certificate' in accordance with the provisions of sub-rule (1) of rule 98";

(s) in the said rules, in rule 95,-

(i) for the words and figures "items 20, 21, 22, 23 and 24" wherever they occur, the words and figures "items 14, 21 and 22" shall be substituted;

(ii) sub-rule (3) shall be omitted;

- (t) in the said rules, in rule 96, in sub-rule (5), in the proviso, for the words and brackets "two hundred and fifty rupees (inclusive of relief on family pension)", the words "three thousand five hundred rupees and admissible dearness relief" shall be substituted;
- (u) in the said rules, in rule 97, -
- (i) in the marginal heading, for the words "final pension", the words "final family pension" shall be substituted;
 - (ii) after sub-rule (2), the following sub-rule shall be inserted, namely:-
"(2-A) The Accounts Officer shall, while authorizing the family pension for the first eligible member of the family, indicate the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners in the Pension Payment Order, if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.";
 - (iii) sub-rule (5) shall be omitted;
- (v) in the said rules, in rule 98, in sub-rule (1), -
- (i) in clause (i), in sub-clause (g), for the words "the permissible period of four months from the date of death of the railway servant", the words "the permissible period thereafter," shall be substituted;
 - (ii) after clause (viii), the following clause shall be inserted, namely:-
"(ix) Any amount of license fee or damages, remaining unpaid after adjustment from the withheld amount of gratuity, may be ordered to be recovered by the Head of Office through the Accounts Officer concerned from the dearness relief without the consent of the family pensioner and in such cases no dearness relief shall be disbursed until full recovery of such dues has been made.";
- (w) in the said rules, for rule 100, the following rule shall be substituted, namely:-
"100. Sanction of family pension and residuary gratuity on the death of a pensioner or family pensioner. - (1) Where the Head of Office has received an intimation regarding the death of a pensioner or death or ineligibility of a family pensioner, he shall ascertain whether any pension or residuary gratuity or both in respect of the deceased pensioner and any family pension in respect of the family pensioner are payable and proceed as hereinafter provided.
- (2)(a)(i) If the deceased pensioner is survived by a widow or widower who is eligible for the grant of family pension under rule 75, the amount of family pension as indicated in the Pension Payment Order shall become payable to the widow or widower, as the case may be, from the day following the date of death of the pensioner.

- (ii) The Pension Disbursing Authority shall, on receipt of a claim in Form 10 from the widow or widower, authorise the payment of family pension to the widow or widower, as the case may be:

Provided that no claim in Form 10 shall be required if the widow or widower was holding a joint account with the pensioner in which pension was being credited.

- (iii) The Pension Disbursing Authority shall authorise payment of family pension to the widow or widower, who is not required to submit Form 10, on receipt of information in writing of the death of the pensioner:

Provided that such widow or widower shall submit a copy of death certificate to the Pension Disbursing Authority and an undertaking to the effect that any amount to which he or she is not entitled to or any amount which may be credited to his or her account in excess of the amount to which he or she is entitled would be refunded or made good.

- (iv) Subject to the provisions of clause (b), if the deceased pensioner is survived by a permanently disabled child or children or dependent parents or disabled siblings whose names have been included in the Pension Payment Order as family pensioners under clause (d) of sub-rule (1) of rule 85, the Pension Disbursing Authority shall, on receipt of a claim in Form 10, authorise payment of family pension to the member of family who is eligible to receive family pension in accordance with the provisions of rule 75.

- (v) Where the deceased pensioner is survived by spouse and permanently disabled children or dependent parents or disabled siblings, whose names had not been included in the Pension Payment Order previously, the Accounts Officer shall include their names in the Pension Payment Order on receipt of a written communication from the Head of Office.

- (vi) The Pension Disbursing Authority shall, on death or ineligibility of the family pensioner and on receipt of a claim in Form 10, authorise payment of family pension to a permanently disabled child or dependent parent or disabled sibling whose name has been included in the Pension Payment Order as family pensioner and who is eligible to receive family pension in accordance with the provisions of rule 75.

- (b)(i) Where the Pension Payment Order does not include name of any member of the family or where the Head of Office is of the opinion that in accordance with the provisions of rule 75, the family pension in respect of the deceased pensioner or family pensioner has become payable to a member of the family other than those whose names have been included in the Pension Payment Order under sub-rule (1) of rule 85 or sub-clause (i) or sub-clause (iv) of clause (a), including a person who became member of the family of the pensioner after the retirement, he shall, on receipt of a claim in Form 10, sanction the family pension in Form 18 or Form 19, as the case may be, to such member of family to whom family pension has become payable.

- (ii) If family pension is sanctioned under sub-clause (i), the Head of Office shall include the names of any permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of the family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

- (3) (i) Where a widow or widower in receipt of family pension remarries and has, at the time of remarriage, child or children from the deceased railway servant or pensioner who is or are eligible for family pension, the remarried individual shall be eligible to draw the family pension on behalf of such child or children if such individual continues to be the guardian of such child or children.
 - (ii) For the purposes of clause (i), the remarried individuals shall apply to the Head of Office in Form 10, along with a declaration that the applicant continues to be the guardian of such child or children.
 - (iii) If the remarried individual has, for any reason, ceased to be the guardian of such child or children, the family pension shall become payable to the person entitled to act as guardian of such child or children under any law for the time being in force and such person may submit a claim in Form 10 to the Head of Office for the payment of family pension.

- (4) If the person eligible for family pension is a minor or is suffering from any disorder or disability of mind or is mentally retarded, the guardian may submit a claim in Form 10 on behalf of such person.

- (5) Where on the death of a retired railway servant a residuary gratuity becomes payable to the family of the deceased under sub-rule (2) of rule 70, the Head of Office shall sanction its payment on receipt of a claim or claims in Form 20 from the person or persons eligible to receive the residuary gratuity."

(x) (i) in the said rules, for Form 4, the following Form shall be substituted, namely:-

"Form 4

Common Nomination Form for Gratuity, State Railway Provident Fund and Central Government Employees Group Insurance Scheme.

[See rule 74 of the Railway Services (Pension) Rules, 1993, para 941 of Indian Railway Establishment Code Vol.I and Para 19.7 of Central Government Employees Group Insurance Scheme, 1980]

I, hereby nominate the person or persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- (i) any gratuity the payment of which may be authorized under rule 70 of Railway Services (Pension) Rules, 1993
- (ii) amount that may stand to my credit in the State Railway Provident Fund
- (iii) any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980.

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor.	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and Date:

Signature of railway servant
Telephone No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above.

Note 2 : 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. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office or authorised Gazetted Officer)

Received the nominations, datedunder the following Rules: -

1. Railway Services (Pension) Rules, 1993 for Gratuity
2. Chapter 9, para 941 of Indian Railway Establishment Code Vol.I
3. Central Government Employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page.....Volume.....of Service Book.
Name, Signature and Designation of Head of Office or authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the railway servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death. The receiving officer shall put his/her dated signature on both pages of this Form.";

(ii) Form 5 shall be omitted;

(iii) for Form 6, Form 7; Form 8, Form 9, Form 10, Form 11, Form 12, Form 13, Form 14, Form 15, Form 16, Form 17, Form 18, Form 19 and Form 20, the following Forms shall respectively be substituted, namely:-

"FORM 6
[See rule 75(15)(a)]
Details of Family

1. Name of railway servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Place :

Signature of railway servant
 Date:

Note 1. -The original Form submitted by the railway servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring railway servant should submit the details of family afresh along with Form 8.

Note 2. -The details of spouse, all children and parents (whether eligible for family Pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. -The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks'

Note 4. -Wife and Husband shall include judicially separated wife and husband."

Form 7
[See rules 78, 80, 81 (1) & (3) and rule 85 (1)]
Form for assessing Pension/Family Pension and Gratuity
[To be sent six months before the Date of Retirement to the PAO]

- | | | | |
|---|-----|-----|-----|
| 1. Name of retiring railway employee | ... | ... | ... |
| 2. Father's or Husband's name | ... | ... | ... |
| 3. PAN No. | ... | ... | ... |
| 4. Height & Marks of identification | ... | ... | ... |
| 5. Date of Birth | ... | ... | ... |
| 6. Service to which he belongs (indicate the name of organized service, if any) | ... | ... | ... |
| 7. Particulars of post held at the time of retirement- | ... | ... | ... |
| (a) Name of the office | ... | ... | ... |
| (b) Post held | ... | ... | ... |
| (c) Pay band and grade pay or pay scale of the post | ... | ... | ... |
| (d) Basic pay or pay in the pay band and grade pay | ... | ... | ... |
| (e) Whether the appointment mentioned above was under Government or outside the Government on foreign services terms | ... | ... | ... |
| (f) If on foreign service, scale of pay or pay band, pay in pay band and grade pay of the post in the parent department | ... | ... | ... |
| 8. Whether declared substantive in any post under the Railways | ... | ... | ... |
| 9. Date of beginning of services | ... | ... | ... |
| 10. Date of ending of service | ... | ... | ... |
| 11. Cause of ending of services (please tick one)- | ... | ... | ... |
| (a) Superannuation (Rule 51) | ... | ... | ... |
| (b) Voluntary/premature retirement at the initiative of the Government servant [Under rule 66 & 67 of Railway Services (Pension) Rules, 1993 and 1802 (b) (i) of IREC Vol. II (1987 Edition)] | ... | ... | ... |
| (c) Premature retirement at the initiative of the Government [rule 66 of Railway Services (Pension) Rules, 1993 or 1802 (a) of IREC Vol. II (1987) Edition] | ... | ... | ... |
| (d) Permanent absorption in public sector undertaking or autonomous body (rule 53, 53-A/53-B) | ... | ... | ... |
| (e) Invalidation on medical ground (rule 55) | ... | ... | ... |
| (f) Due to abolition of post (rule 63) | ... | ... | ... |
| (g) Compulsory retirement (rule 64) | ... | ... | ... |
| (h) Removal or dismissal from services (rules 40 and 65) | ... | ... | ... |
| (i) Death | ... | ... | ... |
| 12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in the case of reduced rates, the percentage at which it is to be allowed (Please see Rule 64) | ... | ... | ... |
| 13. In case of removal/dismissal from services whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see rule 65) | ... | ... | ... |
| 14. Particulars relating to military service, if any- | ... | ... | ... |

- | | | | |
|--|-----|-----|-----|
| (a) Period of military service | ... | ... | ... |
| (b) Terminal benefits drawn or being drawn for military service | ... | ... | ... |
| (c) Whether opted for counting of military service towards Railway pension (rule 34) | ... | ... | ... |
| (d) If answer to (c) above is in affirmative, whether the terminal benefits have been refunded | ... | ... | ... |
15. Particulars relating to services in autonomous body or State Government, if any-
- (a) Particulars of services :

Name of Organization	Post held	Period of service		
		From	To	Period

- | | | | |
|---|-----|-----|-----|
| (b) Whether the above services is to be counted for pension in the railway | ... | ... | ... |
| (c) Whether the autonomous organization has discharged its pensionary liability to the railways | ... | ... | ... |
16. Whether any departmental or judicial proceedings in terms of rule 9 of the Railway Services (Pension) Rules, 1993 are pending against the retiring employee. (If yes, in terms of Rule 10, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders)
17. Qualifying service-
- | | | | |
|---|-----|-----|-----|
| (a) Details of omission, imperfection or deficiencies in the Service book which have been ignored [under rule 79 (1) (b) (ii)] | ... | ... | ... |
| (b) Period not counting as qualifying service - | ... | ... | ... |
| (i) Boy service (2 nd proviso to rule 20) | ... | ... | ... |
| (ii) Extraordinary leave not counting as qualifying service (rule 36) | ... | ... | ... |
| (iii) Periods of suspension not treated as qualifying service (rule 37) | ... | ... | ... |
| (iv) Interruption in service [rule 42 (1) (b) and rule 43 (c)] | ... | ... | ... |
| (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (rule 46) | ... | ... | ... |
| (vi) Any other period not treated as qualifying service (give details) | ... | ... | ... |
| (c) Additions to qualifying service- | ... | ... | ... |
| (i) Civil (including Railway) service (rule 33) | ... | ... | ... |
| (ii) Military service (rule 34) | ... | ... | ... |
| (iii) Benefit of service in an autonomous body | ... | ... | ... |
| (d) Net qualifying service | ... | ... | ... |
| (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 69) | ... | ... | ... |

18. Emoluments –
- (a) Emoluments in terms of rule 49
 - (b) Emoluments drawn during ten months preceding retirement-

From	To	Rate of Pay (including NPA)	Amount

Note : If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but the being on foreign service may be mentioned in items (a) and (b) above (Note 6 below rule 49)

- (c) Average emoluments (rule 50)
- (d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (rule 69)
- (e) Emoluments reckoned for retirement gratuity or death gratuity (rule 70)
- (f) Pay reckoned for family pension (rule 75)

19. Amount of retirement gratuity/death gratuity (rule 70)
(Refer S. No. 9 of Calculation Sheet)

20. Details of Government dues recoverable out of gratuity –
- (a) License fee for Government accommodation
[See sub - rules 2, 3 and 4 of rule 16]
 - (b) Dues referred to in rule 15
 - (c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of rule 16

- 21.
- (a) Proposed pension or service gratuity (rule 69)
 - (b) Proposed dearness relief on pension (as on the date of retirement)
 - (c) Date from which pension is to commence (rule 102)

22. Rate of family pension -
- (a) Enhanced rate [rule 75 (4)]
 - (b) Period for which family pension will be payable at the enhanced rate
 - (c) Ordinary rate [rule 75 (2)]
 - (d) Date from which ordinary rate of family pension will be payable

23. Commutation of pension –
- (a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)
 - (b) The percentage of pension commuted
 - (c) Amount of monthly pension commuted
 - (d) Commuted value of pension
 - (e) Amount of residuary pension after deducting commuted portion
 - (f) Date from which reduced pension is payable
 - (g) Date from which commuted pension is to be restored

...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...

24. Post-retirement address of the retiree
25. e-mail ID, if any
26. Mobile number, if any

....	...	...
...	...	...
...	...	...

Signature of the
Head of Office

FORM 7

CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1.	Whether retiring employee is an allottee of Government or railway accommodation	
2.	If retiring employee is not an allottee of Government or railway accommodation, date on which 'No demand certificate' issued by the office	
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 77-	
4.	Date of receipt of 'No demand certificate' from Directorate of Estates	
5.	Date on which intimation regarding any recovery or withholding of amount from gratuity received from Directorate of Estates	
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 79	
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 15 (1)	
8.	Date on which the retiring railway servant was furnished blank Form 8 along with a certificate regarding the length of qualifying service and the emoluments or average emoluments proposed to be reckoned for retirement gratuity and pension	
9.	Whether any objection received from the employee on the above certificate	
10.	Date on which the employee submitted his application for pension in Form 8	
11.	Whether nominations made in Common Nomination Forms for (i) Death gratuity/retirement gratuity (ii) payment under CGEGIS (iii) amount of SRPF, if applicable (iv) Arrears of pension (v) Commuted value of pension (if applicable)	
12.	Whether Details of Family in Form 6 attached	
13.	Whether Medical certificate of incapacity (for invalid pension) attached	
14.	Whether statement of savings affected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).	
15.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of railway servant attached.	
16.	Whether brief statement leading to reinstatement of the railway servant attached (in case the railway servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)	

PART II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlements admitted –
 - (a) Length of qualifying service
 - (b) Pension –
 - (i) Class of pension
 - (ii) Amount of monthly pension
 - (iii) Date of commencement
 - (c) Commutation of Pension
 - (i) Portion of Pension commuted, if any
 - (ii) Commuted value of portion of pension commuted, if any
 - (iii) Residuary pension after commutation
 - (iv) Date from which reduced pension is payable
 - (v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
 - (d) Retirement/Death Gratuity –
 - (i) Total amount of gratuity
 - (ii) Amount to be adjusted towards arrears of license fee for Government accommodation and license fee for retention of Government accommodation beyond retirement [(rule 16(1) and 16 (4)) Amount intimated by Directorate of Estate for being withheld
 - (iii) On account of un-assessed license fee (rule 16 (5))
 - (iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (rule 15 (3) (b))
 - (v) Net amount to be released immediately
 - (e) Family Pension –
 - (i) At enhanced rate
 - (ii) Period for which Family Pension at enhanced rate is payable
 - (iii) At normal rate
3. Head of Account to which the amount of pension, retirement or death gratuity and family pension are to be debited

Accounts Officer

PENSION CALCULATION SHEET

1. Name
2. Designation
3. Pay band and grade pay or pay scale
4. Date of Birth
5. Date of entry in the railway service
6. Date of retirement
7. Length of qualifying service reckoned for pension or gratuity (as indicated in PPO)
8. Emoluments drawn during the last ten months
9. (1) Emoluments or average emoluments whichever is more beneficial for pension (as indicated in PPO)
- (2) Pension admissible (if qualifying service is ten years or more)
- Calculations to be shown as follows :-
emoluments or average emoluments/2
10. (1) Emoluments for gratuity (as indicated in PPO)
- (2) Retirement gratuity admissible
- Calculation is to be shown as follows :-

Emoluments/4xQualifying service (in completed six monthly period, not exceeding 66)

11. (1) Pay for family pension (as indicated in PPO)
(2) Family pension admissible

Calculations to be shown as follows :-

- (a) Ordinary Family pension :-
Pay x 30% subject to prescribed minimum and maximum
(b) Enhanced Family Pension :
Pay + 2
[Subject to prescribed minimum and maximum as per Rule 75].

Head of Office

Countersigned by PAO

Copy to:-- Shri/Smt./Kumari.....,retiring railway servant

Form 8

[See Rule 79 (1) (c) and 81 (1)]

[Also see rules 6(2), 13, 14(3), 15(1) and 16 (3) of Railway Services (commutation of Pension) Rules, 1993]

Particulars to be obtained by the Head of Office from the retiring railway servant six months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two if possible
 - (i)
 - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint Account, either or survivor, with the spouse)

(In case the Head of Office is satisfied that it is not possible for the retiring railway servant to open a joint account for reason beyond his control, this requirement may be relaxed).
7. Name of the branch of the Bank through which the pension is to be drawn
 - (a) BSR code of the branch
 - (b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source- Military or State Government or a public sector undertaking or autonomous body or local fund under the Central or a State Government -
9. I desire to commute%(up to 40%) of my superannuation pension in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993.

I am aware that future good conduct of the pensioner or family pensioner shall be an implied condition for every grant of pension or family pension and its continuance.

Enclosure as per check-list are enclosed.

Place:

Date:

Ministry/Department/office:

Signature

Designation:

Mobile No.:

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring railway servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 2 of Railway Services (Commutation of Pension) Rules, 1993 is required to be submitted in case the retiring railway servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the railway servant to provide e-mail ID and mobile number, which facilitates future correspondence.

Check list of Documents to be submitted along with Form 8

S.No.	Description of documents to be enclosed	Whether enclosed
1.(a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information only in case of an illiterate or disabled railway servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a railway servant on account of physical disability is unable to give left hand thumb and finger impression he may give thumb and finger impressions of right hand. Where a railway servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2.	Three copies of passport size joint photograph with wife or husband. 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 photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the head of Office)	
3.	Details of the family in Form 6.	
4.	Written statement for counting of period of service under rule 79(1) (a), if any.	
5.	Undertaking for refunding any excess payment made by the pension disbursing Bank.	
6.	Nomination for gratuity, CGEGIS and SRPF in Common Nomination Form.	
7.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form.	
8.	Form for submitting details under Anubhav (optional)	

FORM 9
[See rule 81 (1)]

[Form of letter to the Accounts Officer forwarding the pension papers of a railway servant]

No.....
Office of
Station.....
Dated

To

The Financial Adviser and
Chief Accounts Officer/
The Pay and Accounts Officer

Subject:-- Pension papers of Shri/Smt./Kumari for authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari of this Ministry/Department/office for further necessary action.

2. The details of Government (including Railway) 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 retirement gratuity are indicated below—

(a) Balance of the house-building or conveyance advance	Rs.
(b) Overpayment of pay and allowances including leave salary	Rs.
(c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	Rs.
(d) Arrears of license fee for occupation of Government or railway accommodation	Rs.
(e) The amount of license fee for retention of Government or railway accommodation for the permissible period beyond the date of retirement	Rs.
(f) Amount to be withheld as per intimation of the Directorate of Estates under rule 16 (5), if any	Rs.
(g) Any other assessed dues and the nature thereof	Rs.

3. Your attention is invited to the enclosure forwarded herewith.
4. The receipt of the 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, under intimation to the retiring railway servant/pensioner.
5. The death-cum-retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government or Railway dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Head of Office

List of enclosure

- (1) Form 7 and Form 8 duly completed, along with enclosures and checklists.
- (2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the railway servant is incorrectly given in the various records consulted this fact should be mentioned in the letter.
2. If a railway servant is compulsorily retired from service and delay is anticipated in obtaining Form 8 from the railway servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 8. The Form 8 may be sent as soon as it is obtained from the railway servant.

FORM 10

[See rules 92 (3) and 100 (2)]

Form of application for family pension on death of a railway servant or pensioner or on death or ineligibility of a family pensioner

- 1 (i) Name of the railway servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of railway servant
- (iv) Date of death of railway servant/pensioner/family pensioner
- (v) PPO No. of railway servant/pensioner/family pensioner

2. Name and other details of claimant--

Name	Date of birth	Relationship with the deceased railway servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased railway servant	Postal Address

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased railway servant/ pensioner are enclosed in Form 6.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension - Military or state Government and/or a Public sector Undertaking/Autonomous body/Local Fund under the Central or a State Government, if any—

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....

Permanent Account Number for Income Tax (PAN).....

Aadhar No., if available.....

Signatures of Two Witnesses with names and full addresses:

(i)

(ii)

Note: Form 10 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing authority on the basis of an application on plain paper. The permanently disabled children/siblings and dependent parents to whom family

pension has been authorized in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

Check list of Documents to be submitted with Form 10

1.	Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted government servant. (Two slips each bearing left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such person on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a railway servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted government servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested.	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted government servant.	
4.	Details of the family in Form 6.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificate should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank.	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name.	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of the death certificate of the deceased employee or pensioner/previous family pensioner, if applicable	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	

FORM 11
[See rule 92 (2)]

Form of letter to the nominee of a deceased railway servant where valid nomination for the grant of the death gratuity exists

No.....

Office of

Station.....

Dated

To

.....
.....
.....

Subject:— Payment of death gratuity in respect of the late Shri/Smt./Kumari.....

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt..... (Name & Designation) in the Office/Department/Ministry of..... a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2 I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 13.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,

Head of Office

FORM 12

[See rule 92 (2)]

Form of letter to the member or members of the family of a deceased railway servant where valid nomination for the grant of the death gratuity does not exist

No.....

Office of.....

Station.....

Dated

To

.....
.....
.....

Subject:-- Payment of death gratuity in respect of the late Shri/Smt./Kumari.....

Sir/Madam,

I am directed to say that in terms of rules 70 and 71 of the Railway Services (Pension) Rules, 1993, a death gratuity is payable to the following members of the family of late Shri/Smt/Kumari.....(Name and Designation), in the Office/Department/Ministry of.....in equal shares :-

- (i) Wife/husband including judicially separated wife/husband.
- (ii) Sons }
- (iii) Unmarried daughters {including step children and adopted children.
- (iv) Widowed daughters }

2 In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares :-

- (i) Father}
- (ii) Mother} including adoptive parents in case of individuals whose personal law permits adoption;
- (iii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iv) Married daughters; and
- (v) Children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 13 as soon as possible.

Yours faithfully,

Head of Office

FORM 13**[See rule 92 (2)]****Form of application for the grant of death gratuity on the death of a Railway servant**

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1.
 - (i) Name of deceased railway servant in respect of whom gratuity is being claimed
 - (ii) Date of death of railway servant
 - (iii) Office/Department/Ministry in which the deceased served last

2. Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased railway servant	Postal Address

3. In case the claimant (s) is/are minor, details of guardian-

Name	Date of Birth	Relationship with the minor	Relationship with deceased railway servant	Postal Address

Details of Bank with Account No.,

4. IFSC Code for e-Payment/ECS

Signature/Thumb-impression of the claimant/guardian

Enclosure:

- (I) Death Certificate,
- (II) Date of Birth Certificate, (in case of minors)
- (III) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

FORM 14
[See rule 92 (3)]

(Form of letter to family member of a deceased Railway servant for grant of Family pension)

No.....
Office of.....
Station.....
Dated

To

.....
.....
.....

Subject:-- **Payment of Family Pension in respect of late Shri/Smt.....**

Sir/Madam,

I am directed to state that in terms of rule 75 of the Railway Services (Pension) Rules, 1993, a family pension is payable to you in respect of late Shri/Smt.....
(Name and Designation) in the Office/Department/Ministry
of.....

2. You are advised that a claim for grant of Family Pension may be submitted in the enclosed Form 10.
3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 75 of Railway Services (Pension) Rules 1993.
4. In the case of childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Railway Services (Pension) Rules, 1993 and Dearness Relief on it.

Yours faithfully,

Head of Office

Form 15

[See rule 47]

Form of certificate of verification of service for pension

No.....
Government of India
Ministry of.....
Date.....

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km (Name and Designation) has completed a qualifying service of Years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rule regarding qualifying service in force at present. The verification of service under sun-rules (1) and (2) of rule 47 of the Railway Services (Pension) Rules, 1993, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & Stamp of Head of Office

To
Shri.....
(Name & Designation)

FORM 16

[See rules 93(1), 95(1), 95(5) and 97(1)]

Form for assessing and authorizing the payment of family pension and death gratuity when a railway servant dies while in service

PART I
Section I

1. Name of the deceased railway servant...
2. Father's name...
3. Husband's name in the case of female railway servant...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion...
7. Particulars of post held at the time of death
 - (a) Name of the office
 - (b) Post held substantively:
 - (c) Officiating post:
 - (d) Scale of pay/Pay Band & Grade Pay
 - (e) Basic Pay/Pay in Pay Band & Grand Pay
 - (f) Whether the last post held was under the railway or outside the railway on foreign service terms
 - (g) If on foreign service, scale of pay/pay band, pay in the band and grade pay of the post in the parent department
8. Date of beginning of service...
9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:
(ii) Amount and nature of any pension/gratuity received for the military service
10. Particulars relating to service in autonomous body/State Government, if any-
(a) Particulars of service :

Name of organization	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be Counted for gratuity in the Government
- (c) Whether the autonomous organization Has discharged its pensionary liability to the Railways

11. Amount and nature of any pension/gratuity received for Previous civil service, if any
12. Service qualifying for death gratuity—
 - (a) Details of omission, imperfection or deficiencies in the Service, Book which have been ignored [under rule 79 (1) (b) (ii)]-
 - (b) Periods of non-qualifying service —

	From	To
(i) Interruption in service condoned under rules 42 & 43		
(ii) Extraordinary leave not qualifying for gratuity		