

सवारी डिब्बा कारखाना, चेन्नै
INTEGRAL COACH FACTORY, CHENNAI - 38.

Office of the
Principal Chief Personnel Officer.
Dated: 30.11.2018

कार्यालय आदेश संख्या.
OFFICE ORDER No.PB/S5/2116

ICF Administration regrets the sad demise of Shri.R. BALAJI, Emp.No: 862911. Sanitary Cleaner, Unit 91A of the Medical Department on Pay Rs. 21500/- in Level-1 of the 7th CPC Pay Matrix. Consequently, his services ceased with this administration from **29.11.2018**.

Authority: Death Intimation letter dated. 29.11.2018 received from S&W Inspector.



सहायक कार्मिक अधिकारी /भर्ती
Assistant Personnel Officer/R

No. PB/S5/Review. Dated. 30.11.2018.

Copy forwarded for information/necessary action to:

Ch.OS/ICF/Hospital, SPO/BILLS, SSO/CAS, SSO/Sett, SSO/E.Fin/Fur, SSO/PF, VO/ICF, Sr.Audit Officer/F, Ch.OS/CBS, Ch.S&WI/G/F, Ch.OS/Sett, Ch.OS/LW, Ch.OS/Leave/Fur, Ch.OS/Qrts, Ch.OS/DAR, Ch.OS/CON, O.O.File, P.File

The under mentioned is requested to advise the particulars of claims if any against the above named employee. If no reply is received to this communication within three weeks from the date of this O.O. it will be assumed that there is no outstanding so far as his office is concerned and thereafter the nominee of the Railway Servant will be settled up and any amount intimated by him subsequently will be refused and he will be responsible for the loss and payment thereof. The particulars of claims should be sent to APO/BILLS ICF/MS-38 (in trip) indicating the Heads of accounts to which the amounts are to be credited.

The Secy. Rly. Employees Co-op. Credit Society LTD., MS-3
The Secy. ICF Institute, MS-38. The CMO/ICF/Hospital MS-38,
CSC/ICF, Ch.OS/DY.CEE/M OFFICE,

Chief S&WI: He will take action to get back the books, if supplied from Book Bank and also get the settlement papers.

SSO/PF - He will send the PF nomination to Ch.OS/PB/Settlement

SSA/SDG - He will send the PF Ledger extract to Ch.OS/PB/Settlement

Ch.OS/Qrts/PB & Estate Supervisor- They will take action in regard to vacation of quarters, if any, allotted to the above employee.

Copy of the Office Order is uploaded in PB Website. The same can be viewed or downloaded, if necessary.