

INTEGRAL COACH FACTORY, CHENNAI – 600 038.

No.APO/Sett.Forms/2018

Office of the PCPO
Date : 11.12.2018

Ch.S & WI/Shell & Furnishing

Sub:- Simplified Settlement Forms.
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1. In terms of Railway Board's letter No.2016/F (E)III/1(1)/8 dated 12.11.2018 (RBE 173/2018), simplified settlement forms have been circulated by Railway Board for strict compliance.
2. Accordingly, the new set of forms circulated by Railway Board may be collected from all retirees with immediate effect. If already any forms have been collected from retirees as per old system, the same may be retained without insisting for new one to mitigate hardship to the retirees.
3. In addition to Board's letter cited, details to be obtained from retirees as per RSPR, 1993 and various Board letters have also been simplified and attached alongwith Board forms for obtaining the same from retirees totally comprising of 10 pages.
4. For commutation involving medical exam (Form 3) and CGEGIS 1980, the existing forms will be continued.
5. With regard to Post Retirement Complimentary Pass Identity Card and Pensioners' ID, the same will be issued based on the system fed in database without requirement of separate form.
6. The simplification of forms has the approval of PFA and PCPO.


APO/Recruitment 11.12.18

Copy for kind infn. to :-

PCPO	PFA				
Dy.CPO/WS	Dy.FA & CAO/F				
SPO/Bills	SPO/Gaz	SPO/Welfare	Dy.Secy. to GM	Sr.AFA/Estt	Sr.AFA/Pension
APO/WS	APO/G	AFA/Settlement			

System and Database Administrator – To modify the existing programme accordingly as well as making suitable changes in working sheet to be sent to Accounts.

All S & WIs PI/Computer/Shell & Furnishing

28373/122

12

600 038
Chennai. 600 038

2016/F(E)III/1(1)/8

The GMs/PFAs,
All Zonal Railways/Production Units.
(As per mailing list)

ICF / Chennai

Sub: Settlement Forms to be filled by the retiring Railway servant.

During the interaction of Board (MS) with the pensioners, the issue of simplification of the settlement forms was raised.

2. The said issue has been examined by Board (MS & FC) in the light of the various forms contained in the Railway Services (Pension) Rules, 1993, which were amended with the approval of the Ministry of Law & Justice vide Board's letter No. 2015/F(E)III/1(1)/4 dated 17.06.2016, on the basis of corresponding amendments made by the Department of Pension & Pensioners' Welfare (DOP&PW) in the CCS (Pension) Rules, 1972 and also the other forms being used in some Railways and Railway Board.

3. It has been felt by the Board that simplified forms should be uniformly used across all the Railways/PUs.

4. Accordingly, simplified settlement forms required to be filled by the retiring railway employees are enclosed herewith for compliance. Other forms required to be filled by the Head of Office and the Accounts Officer will remain the same as contained in the updated Railway Services (Pension) Rules, 1993 available on the website of the Ministry of Railways.

5. PCPO & PFA of the Zonal Railways/PUs would be directly responsible to ensure compliance of the aforesaid instructions.

6. Non-compliance of the said instruction would be viewed seriously by the Board.

7. Please Acknowledge receipt.

D.A.: As above.

RBE. No. 1732018

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
आई.आर.सं.
I.R. No.
17 NOV 2018
सवारी डिब्बा कारखाना, चेन्नै - 38.
Integral Coach Factory, Chennai-38.

New Delhi, dated: 12.11.2018. 14422

सवारी डिब्बा कारखाना, चेन्नै - 38.
Integral Coach Factory, Chennai-38.

2018-11-12 - SETTLEMENT

No.2016/F(E)III/1(1)/8

New Delhi, Dated : 12.11.2018

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhawan, New Delhi (20 spares).


For Financial Commissioner/Railways.

Copy to:

1. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (with 20 spares)
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (with 20 spares)
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-c, Feroze Shah Road, New Delhi (with 30 spares).
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi.
5. The Secretary, RBSS, Group "A" Officers Association, Room No. 402, Rail Bhawan.
6. The Secretary, RBSS Group "B" Officers' Association.
7. The General Secretary, RBSSSA, Room No. 439, Rail Bhawan, New Delhi.
8. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association.
11. The Secretary General, All India RPF Association, Room No. 256-D, Rail Bhawan, New Delhi -110 001.
12. The Secretary, Railway Board Promotee Officers Association, Room No. 341-C, Rail Bhawan, New Delhi.
13. The General Secretary, All India SCST Railway Employees Association, Room No. 7, Ground Floor, Rail Bhawan, New Delhi.
14. The General Secretary, All India O.B.C. Railway Employee's Federation (AIOBCREF), Room No. 48, Rail Bhawan.


For Secretary/Railway Board.

No.2016/F(E)III/1(1)/8

New Delhi, Dated : 12.11.2018

Copy to:-

PS to MR, EDPG to MR, PS to MoS(S), EDPG to MoS(S), ED(Innovation) to MoS(S), PS to MoS(G) and EDPG to MoS(G).

PSOs/Sr. PPSs/PPSs/PSs to Chairman, Railway Board, Financial Commissioner (Railways), Member Traffic, Member Engineering, Member Staff, Member Rolling Stock, Member Traction, Secretary, Railway Board.

DG(RHS), DG(RPF), DG/Pers., DG/S&T, DG/RS.

All Additional Members, Advisers, All Executive Directors, IG/RPSF, JS, JS(G), JS(E), JS(E)-II, JS(G)-II/ Railway Board.

Copy to:-

1. The Director General and Ex. officio General Manager, RDSO/Lucknow.
2. The General Manager and FA&CAO, Metro Railway/Kolkata.
3. The Director General, National Academy of Indian Railways (NAIR)/Vadodara.
4. The General Manager, Modern Coach Factory, Lalganj, Raebareilly, U.P.- 229120.
5. The Director, IRICEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/ Secunderabad.
6. The CMDs, IRCON, IRFC, MRVC, IRC&TC, CONCOR, RITES, KRCL, RVNL, RAILTEL and the Managing Director, CRIS, IRWO.
7. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
8. The Chairman, RCT/Delhi.
9. The Chairman, RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.
10. The Pay & Accounts Officer, Ministry of Railways(Railway Board).
11. The Chief Commissioner of Railway Safety/Lucknow.
12. The Vice Chairman, Rail Land Development Authority, Near Safdarjung Railway Station, Motibagh-I, New Delhi - 110021.
13. The CAO, Indian Railway Organisation for Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.
14. Shri V.K. Sthanunathan, National President, National Federation of Railway Pensioners, 36, Venkatanarayana Road, T. Nagar, Chennai-600 017.
15. B. Jayajaya Rao, President, All India Retired Railway Officer's Association, 12-13-263 (505)New, Street-2, Lane 9, Tarnaka, Secunderabad-500 017.

**Application Form for payment of Pension & other Retirement Benefits to the
Railway employees.**

(Note : Application Form to be filled up in all respect by the employee and submitted in triplicate)

Ifurnish below my relevant particulars and request to arrange to pay me DCRG/Gratuity, SRPF, CGEGIS & Pension and may be permitted to commute% (..... percent) of my pension:-

1. Full Name (in Block Letters) :
2. Father's/Husband's Name :
3. Date of Birth : 4. Date of Appointment :
5. Designation : 6. RUID Number :
7. Basic Pay : 8. Pay Level :
9. SRPF No. : 10. PAN No. :
11. Mobile Number : 12. E-mail Id :
13. Aadhaar No. : 14. Mark of Identification :
15. Religion.....
16. Present/Correspondence Address with PIN Code :PIN
17. Permanent Address with PIN Code :PIN
18. Details of Railway/ Directorate of Estate Quarter, if allotted :PIN
19. Date of Retirement' : 20. Date of start of Pension :
21. Class of Pension : Superannuation/Voluntary etc.
22. Details of Public Sector Bank from where pension will be drawn :

(a) Savings Bank Account No. :	(b) Name of Bank :
(c) Branch :	(d) City :
(e) District :	(f) IFSC :
23. Medical facility being availed at present (CGHS/RMA) :
24. Medical Card(s) No. :
25. Details of Military / Other Service, if any

(a) Total Period of Military Service :	From to
(b) Amount of gratuity received for the Military Service :
(c) PPO No & Date of Issue (attach a self attested photocopy of the PPO) :	

**Note : Please attach : (i) a cancelled cheque, issued for Bank Account mentioned above at S.No.21,
(ii) self attested photocopies of PAN, Aadhaar and Medical Cards**

Employee's Signature

Place : Date:

DECLARATION FOR NON ACCEPTING COMMERCIAL EMPLOYMENT

I note that I cannot accept any commercial employment before the expiry of one year from the date of retirement, or any employment under a government outside India at any time without prior sanction of the President of India. I cannot seek employment as contractor for or in connection with the execution of public works (Whether on the Railways, or under P.W.D. or Defence Forces) or employment of such contractors, within one year of my retirement, without the prior permission of the President of India.

DECLARATION FOR NON RECEIPT OF PENSIONARY BENEFITS

I hereby declare that I have neither applied for nor received any ordinary Gratuity/Pension/Death-cum-retirement Gratuity in respect of any portion of the service included in this application and in respect of which ordinary Gratuity/Pension/Death-cum-Gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon.

I am in occupation of Railway / Directorate of Estates' (DOE) House No. on my retirement from Railway Service, I agree to withhold Death-cum-Retirement gratuity as per extant orders till such time, I vacate the Railway Quarter/DOE accommodation.

Employee's Signature

1st Witness Signature :

Name :

Designation :

RUID No. :

2nd Witness Signature :

Name :

Designation :

RUID No. :

Note : After vacating the government accommodation, employee may apply for refund of withheld gratuity in prescribed performa, along with all required documents. In case of Directorate of Estates' accommodation, the retiring employee has to apply online for obtaining the "No Demand Certificate".

DETAILS OF FAMILY MEMBERS

1. Name and Designation of the employee :
2. Father's/Husband's Name :

Affix Joint Photo (to be duly signed across by self and spouse)	Affix Employee's Photo
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3. Details of all family members :-

S. No.	Name (in Block Letters)	Relationship with Railway Servant	Date of Birth (attach a photocopy of valid document as proof)	Aadhaar No. (attach a photocopy of Aadhaar Card)
1	2	3	4	5
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				

S. No.	Date of marriage in case of married children	Name of spouse of married child	Indicate the nature of handicap (mental/physical) , if any, of the child and whether it is permanent or temporary	Remarks/Any other information
	6	7	8	9
(i)				
(ii)				
(iii)				
(iv)				
(v)				
(vi)				

Employee's Signature

4. Three specimen signature, Identification Mark(s) and Fingers' Impression of left hand of the Railway Employee :

(a) Specimen Signature

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(b) Identification Marks (i)

(ii)

(c) Fingers' Impression of Left Hand :-

Thumb	Index Finger	Middle Finger	Ring Finger	Little Finger

5. Three specimen signature, Identification Mark(s) and Fingers' Impression of left hand of Spouse:

(a) Specimen Signature

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(b) Identification Marks (i)

(ii)

(c) Fingers' Impression of Left Hand :-

Thumb	Index Finger	Middle Finger	Ring Finger	Little Finger

Place:-..... Date:-..... Employee's Signature

Certified that the joint photograph pasted at pre-page (Column 2) is of Smt. & Shri..... and the information

declared from Column No. 1 to 5 by the Railway employee are believed to be true and both persons signed and put fingers' impressions before me.

Signature of the Gazetted Officer

Name :

Designation :

Rubber stamp with name
of certifying authority

PAYEE'S LETTER OF AUTHORITY

I request that my Provident Fund and Death-cum-Retirement Gratuity/Compassionate gratuity/Leave Encashment/SRPF/CGEGIS/Pension Commutation amount may be remitted to me through ECS/RTGS/NEFT.

I agree that the remittance made in the aforesaid manner shall be at my sole risk and shall be a complete discharge of Government from all liability on the amount being remitted by ECS/NEFT/RTGS/Money order/Cheque/Bank Draft forwarded by registered post, as the case may be.

PRE-RECEIPT

Received from Pay & Accounts Officer, a sum of Rs..... as full and final settlement of my claim to Provident Fund Amounts/Gratuity/Compassionate gratuity/Leave Encashment/GIS/Pension on Commutation Value :

Revenue Stamp (to be duly signed across by the employee)	Signature of Employee
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Signed before me.

Signature of Witness :

Name :

Designation :

RUID No. :

Date :

Signature of Head of office*

.....

(Stamp).....

* Head of Office, means a gazetted officer whom the appointing authority may, by order declare as Head of office and includes such other authority or person whom the appointing authority may specify in the like manner.

**LETTER OF AUTHORITY UNDERTAKING FOR DRAWAL OF PENSION THROUGH
PUBLIC SECTOR BANK WITH PERMANENT ADDRESS & MODE OF PAYMENT**

1. I hereby authorize Manager, 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:-

Amount of pension per month at the time of retirement :

Rs. (Rupees))

2. I agree to undertake that any amount excess/wrong payment of pension if credited to my above savings bank account may be recovered or withdrawn from the said savings bank account by the public sector bank.
3. The authority shall remain in force until due notice in writing is given by me.

1st Witness Signature :

Name :

Designation :

RUID No. :

Employee's Signature :

Name :

Designation :

RUID No. :

Mobile No :

E-mail id :

2nd Witness Signature :

Name :

Designation :

RUID No. :

Permanent Address after Retirement:

.....

.....

.....

.....

PIN Code :

Date :

Place :

Other details to be given by the Retiring Railway servant:

01	<p>Railway Employees Liberalised Health Scheme</p> <p>I clearly understand that the contribution to join RELHS shall be last month's basic pay drawn or the subscription rate indicated at different levels (as per 7th CPC) whichever is lower vide Railway Board's Lr. No.2017/H/28/1/RELHS dated 23.02.2017 and I am also aware that the joining of RELHS is mandatory unless Spouse is also a Government servant and covered under any other Central Government Medical Scheme.</p> <p>Hospital Chosen with Address :</p>
02	<p>Fixed Medical Allowance (Tick the Appropriate Column)</p> <p>I claim for Fixed Medical Allowance and I am residing in a place which lies beyond 2.5 Kms from Railway Hospital/Health Unit and will not avail Out Patient Treatment except in case of chronic diseases as defined in Board's letter no.2006/H/D/JCM dated 12.10.2006.</p> <p>I do not claim for Fixed Medical Allowance and will avail existing Out patient Facility</p> <p>My Present address is within 2.5 Kms from Hospital/Health Unit and as such I clearly understand that I am not eligible for FMA at present.</p> <p>I am also aware that option once exercised is final and only one change in option in the life time of a pensioner is allowed due to shifting of residence.</p>
03	<p>I am aware that I am covered under Central Government Employees Group Insurance Scheme 1980</p>
04	<p>Commutation of a fraction of pension without medical examination when applicant desires that the payment of the commuted value of pension should be authorized through the pension P.O</p> <p>Percentage of Commutation of Pension Opted :</p> <p>Nomination for Commutation with relationship and % share :</p> <p>I am aware that my full pension will be restored after a period of 15 years from the date of commutation :</p>

Date & Station

Signature of Railway Servant

Attested
Signature :
Name :
Designation :
Office Seal

Form for Extension of Medical Facilities to Retired Employees

Name of the Retiring employee:

Emp.No. and Designation:

Date of Retirement/Demise

Residential Address

RELHS Card No. (Enclose a Xerox copy of the card)

I clearly understand that the contribution to join RELHS shall be last month's basic pay drawn or the subscription rate indicated at different levels (as per 7th CPC) whichever is lower vide Railway Board's Lr. No.2017/H/28/1/RELHS dated 23.02.2017 and I am also aware that the joining of RELHS is mandatory unless Spouse is also a Government servant and covered under any other Central Government Medical Scheme.

Details of members of family for purposes of RELHS .

Sl.No	Existing Beneficiaries in RELHS card and Pass			Details of Persons now proposed to be included		
	Name (S/Shri./Smt.) In Block letters	Relationship with Railway Servant	Date of birth	Name (S/Shri./Smt.) In Block letters	Relationship with Railway servant	Date of birth

I hereby declare that the person for inclusion/extension in the medical card is/are unmarried and is/are wholly dependent on me and is/are residing with me. He/She is/are not under any employment/stipendiary Apprenticeship. I understand that the inclusion is valid for a period of one year only and is further renewable subject to fulfilling the prescribed conditions. I am also aware that in the event of the above declaration being found to be false, the medical card will be ceased.

Note : Single Joint Photograph of family members ,Photocopy of Ration card showing the names of all beneficiaries, and copy of Transfer /Bonafide Certificate for student son to be enclosed for RELHS.

Signature of Railway Servant

Form for Extension of Stay in Quarters

Name of the Retiring employee :

Emp.No. and Designation:

Date of Retirement

Residential Address

APO/Quarters

ICF

Sub : Extension of Stay in Quarters.

	Residential Quarters particulars (Tick the Appropriate column)
	I am not residing in quarters as on
	At present I am residing in quarters No. _____ and I request that my retention of quarters may be extended for 4(four) months from the date of my retirement.

Signature of Railway Servant

05		Nomination for payment of Life time arrears of Pension in terms of Para 3 of Rly Board's letter No.F(E)III/83/PN/1/25 dated 21.11.1983.			
Name and address of the nominee	Relationship with the Pensioner	Date of birth	If the first nominee is minor, name and address of the person who may receive the arrears of pension during nominee's minority	Name and address of II nominee in case of nominee under col. 1 predeceases the pensioner	Relationship of II nominee with the pensioner

Date & Station

Signature of Railway Servant

Attested
Signature :
Name :
Designation :
Office Seal