

SOUTH CENTRAL RAILWAY



Headquarters Office
Personnel Branch
Secunderabad
Date:25.11.2015

No. P[R]/500/Ex-gratia/I

DRMs/SC, HYB, BZA, GNT, GTL & NED
CWMs/LGDS, GTPL & TPTY
Sr.DPOs/ SC, HYB, BZA, GNT, GTL & NED

*Sub: Joint Procedural Order for payment of
Lumpsum Ex-gratia Compensation*

A Joint Procedural Order dated 24.11.2015 on the subject of payment of Lumpsum Ex-gratia Compensation to families of Railway employees who die in harness in performance of their bonafide official duties under various circumstances is enclosed.

In order to ensure that the cases for payment of ex-gratia lumpsum compensation under Special Benefit Scheme, 1997 are finalized within the stipulated time limit, the time schedule prescribed in the enclosed JPO should be strictly adhered to in respect of future cases. Past cases should be expedited within the next two months.

Encl: JPO

(K.Ravi Kumar)
APO[E&HQ]

For Chief Personnel Officer

SOUTH CENTRAL RAILWAY



Headquarters Office,
Personnel Department
Secunderabad.

No. P(R)500/Ex-gratia/I

Dated: 24.11.2015

JOINT PROCEDURAL ORDER

Sub: Procedural order for payment of ex-gratia lumpsum compensation to families of railway employees who die in harness in performance of their bonafide official duties under various circumstances.

The scheme of payment of ex-gratia lumpsum compensation to families of railway employees, who die in harness in the performance of their bonafide official duties was communicated under Board's RBE No. 285/99 [SCR SC No. 337/99]. The compensation is intended to provide an additional insurance and security to employees who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties irrespective of the fact whether the employees are covered by Employees Compensation Act or otherwise.

It has been observed that inordinate delays are taking place in the payment of ex-gratia lumpsum compensation under Special Benefit Scheme, 1997. Railway Board in their letter dated 10.06.2008 [SCR SC No. 78/2008] directed that payment of compensation to the affected families be finalized within three months from the date of the death of employee.

In order to ensure that the cases for payment of ex-gratia lumpsum compensation under Special Benefit Scheme, 1997 are finalized within the stipulated time limit, the following time schedule should be complied with:

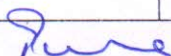
Time Schedule for payment of ex-gratia lumpsum compensation

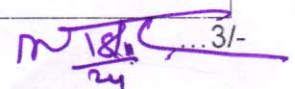
S.No.	Authority / Level	Activity	Time Limit
1	Sr. Supervisor /Supervisor	Sr. Supervisor will submit the case to the Branch officer after completing all the formalities with papers [viz., All concerned message, three member committee Inquiry Report, FIR, post mortem report, Death Certificate, in triplicate etc.] duly certified and countersigned by a gazetted officer of the concerned department.	Within 30 days from the date of death
2	Branch Officer	Will submit the case to the Personnel Branch completing all the formalities, duly countersigning on all the papers.	Within 35 days from the date of death
3	Personnel Department on Division /W.Shop	Scrutinize the case as to whether the death occurred while performing bonafide official duties based on the report of Branch Officer & other related documents and certify admissibility of the amount of ex-gratia payable as per rules and process for associate finance concurrence.	Within 42 days from the date of death

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4	Divisional Finance	Scrutinize and return either with initial concurrence or with observations, as the case may be.	Within 49 days from the date of death
5	Personnel Department on Division / W.Shop	After receipt of finance concurrence, administrative approval of DRM or CWM, as the case may be, obtained and sent to Cadre Officer in Headquarters together with the position regarding payment pension and other settlement dues, and status of compassionate ground appointment etc..	Within 56 days from the date of death
6	Personnel Department in Headquarters	The case will be scrutinized and after ensuring that the case is complete in all aspects, it will be sent to Headquarters Accounts, duly certifying the admissibility of ex-gratia and payable amount as per rules after obtaining administrative approval of CPO duly ensuring the attachments as per the check list.	Within 63 days from the date of death
7	Accounts Department [HQrs]	Scrutinize or return either with concurrence or with observations, as the case may be.	Within 75 days from the date of death
8	Personnel Department in Headquarters	Process for obtaining the sanction of General Manager or advise the Division on the observations of FA&CAO. If the observations can be answered at HQrs. the same should be attended immediately without loss of time.	Within 82 days from the date of death
9	Personnel Department in Headquarters	On receipt of GM's sanction, issue the sanction memorandum to the respective Division / W.Shop by FAX, on the same day.	Within 85 days from the date of death
10	Personnel Department on Division /W.Shop	Send the pay order to the Divisional finance for arranging payment along with the declaration form from claimant that no compensation from other sources has been received in respect of the present claim, duly endorsing a copy to the family member[s] and to the HQrs P. Branch.	Within 87 days from the date of death
11	Divisional Finance	Arrange payment to the entitled family member[s] through NEFT duly intimating the Personnel Branch of the Division/Unit besides making an entry in the Service Register of the employee.	Within 90 days from the date of death


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