

SOUTH CENTRAL RAILWAY

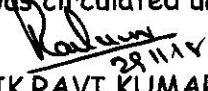
Headquarters Office  
Personnel Branch/SC  
Date: 29.11.2018

No. P[R]500/XXVI

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR No. 198/2018

Copy of Board's letter No.2016/F[E]III/1[1]/8 dated 12.11.2018 together with its enclosures is sent herewith for information, guidance and necessary action. Board's letter dated 17.02.2016 quoted therein was circulated under SC No.62/16.

  
[K.RAVI KUMAR]  
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's letter No.2016/F[E]III/1[1]/8 dated 12.11.2018 [RBE No. 173/2018]

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

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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.

sd/-  
[G. Priya Sudarsani]/D/F[E]

INDEX No. 1058 PENSION RULES	S.C.No.
Board have circulated the settlement forms to be filled by retiring Railway servants.	198/2018

**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 )

I .....furnish 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**

1<sup>st</sup> Witness Signature : .....

Name : .....

Designation : .....

RUID No. : .....

2<sup>nd</sup> 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.

1<sup>st</sup> Witness Signature : .....

Name : .....

Designation : .....

RUID No. : .....

Employee's Signature : .....

Name : .....

Designation : .....

RUID No. : .....

Mobile No : .....

E-mail id : .....

2<sup>nd</sup> Witness Signature : .....

Name : .....

Designation : .....

RUID No. : .....

Permanent Address after Retirement:

.....

.....

.....

.....

PIN Code : .....

Date : .....

Place : .....