

CPO's Serial No. 31/2015.

Eastern Railway

No.E.787/0/Pen/Pt-XXVII.

Kolkata, dated 19.06.2015.

ALL CONCERNED

**Sub:-Joint Procedure order for timely payment of settlement dues in respect of railway servants who dies in harness.**

\*\*\*\*\*

A copy of Joint Procedure order duly signed by FA&CAO/SG and CPO/A/E.Rly/kol. in connection with payment of settlement dues in scheduled time in respect of railway servants who dies in harness in compliance with direction of Railway Board vide their letter no.E(W)97/PCDO dated 24.09.2014 and 19.03.2015 is circulated herewith for information, guidance and necessary action.

DA: As above.

  
(P. Goswami)

Dy. Chief Personnel Officer/HQ  
For Chief Personnel Officer

**INDEX No.1058:- A Joint Procedure order containing the working procedures to be followed by both personnel and accounts departments has been prepared for payment of settlement dues to the railway servants who dies in harness in scheduled time.**

A copy of Joint Procedure Order duly signed by FA&CAO/SG and CPO/A) addressed to all concerned is circulated herewith.

**Sub:- Joint Procedure order for timely payment of settlement dues in respect of railway servants who dies in harness.**

\*\*\*\*\*

A copy of JPO is enclosed.

DA:As above.

Contd...2/-

JOINT PROCEDURE ORDER FOR TIMELY SETTLEMENT OF FAMILY PENSIONS

Personnel Branch		Accounts Department	
<p>1(a) On receipt of death intimation in writing, duly certified by the Branch Officer, along with Cremation/Burial certificate, Welfare Inspector shall conduct enquiry for genuineness of the legal heir(s) after going through the service record of the reported deceased employee. He will also help the eligible family members of the deceased to fill up the settlement forms for arranging payment of settlement dues. Family members of deceased employee will also be advised to collect death certificate at the earliest. [ 30 days]</p>	<p>30 days</p>	<p>1(a) ----</p>	
<p>1(b) On receipt of death certificate, concerned staff section will issue a death notification to all concerned in terms of CPO's S.L.No.49/2013 ie. 1(a)+7=37 days</p>	<p>7 days Total = 37 days</p>	<p>1(b) *** In case of Group 'A' officers where service documents are not readily available due to unavoidable circumstances, and needed to be collected from other Rlys/RPU's, an extra period of 07 days may be kept.</p>	
<p>1(c) After issuance of death notification, concerned staff section of 'P' Branch will update the service record of the deceased employee and send to the associated accounts for verification of continuity of service. ie. 1(b)+3=40 days</p>	<p>3 days Total=40days 2 days</p>	<p>1(c) ----</p>	
<p>2(a) OS/Sett. shall issue no demand memo to concerned units i.e. ERECB, Medical department, concerned office of the deceased, quarter Cell, HBA Cell, Confidential Cell, Store/Stock sheet, vigilance/commercial clearance etc and OS/Pay bill for necessary endorsement of last PF recovery and outstanding dues if any, lying with this railway as well as certification towards total deduction of monthly GIS subscription. OS/Sett will also issue G200 for closing of PF A/C of the deceased to concerned Accounts Dept (PF). ie. 1(c)+2=42 days</p>	<p>2 days Total= 42 days</p>	<p>2(a) ----</p>	
<p>2(b) ----</p>		<p>2(b) Concerned Accounts department(Estt) will vet the continuity of service and return the service record to the concerned staff section of 'P' Branch, if no irregularities are detected in the course of verification, except for scrutiny of irregularities, such case file are returned and shall be processed by concerned Accounts Dept. In 3 days. ie. 1(c)+5=48 days ### In case of irregularities another 05 days to be given to 'P' Branch for compliance and 03 days to Accounts Dept for processing.</p>	<p>8 days Total= 48 days</p>

Continued - 3

*[Handwritten Signature]*

A. Sarker

(2)

<p>2(c) OS/Pay Bill shall take action for stoppage of salary payment of the deceased and issue pay cancellation letter to all concerned mentioning UR number and list no of the said salary bill subject to availability of C06 &amp; C07 in IPAS and subsequently send the audit cancellation memo to concerned Accounts Estt. with a copy to concerned Accounts Dept(Books). [ie:1(c)+<del>20</del>=70 days, 30 days are required to generate the UR number.]</p>	<p>30 days Total=70days</p>	<p>2(c) ----</p>	
<p>3(a) ----</p>		<p>3(a) Concerned accounts department(Books) will arrange to generate TV number and confirm it for accounting in G.B in the concerned month and communicate the same to Accounts Dept(Estt), who will generate JV number to transfer back the PF amount of the deceased for the last month of salary with intimation to Settlement Section in reference to CAO/PF's letter no. F/Sett.Policy/PF(death)6876 dated 21.09.2011. ie:2(c)+<del>3</del>=73 days</p>	<p>3 days Total=73 days</p>
<p>3(b) OS/Pay bill will certify the no claim memo containing recovery of any outstanding dues and also last recovery of PF money and send the same to concerned Accounts Dept (Estt), with a copy to Settlement section. He will also prepare settlement salary bill after necessary entry done in the service record for audit and payment through concerned staff section of 'P' Branch/establishment section/unit offices and send it to concerned Accounts Establishment along with LPC for necessary vetting ie:2(c)+<del>5</del>=75 days</p>	<p>5 days Total=75days</p>	<p>3(b) ----</p>	
<p>4(a) Concerned staff section of 'P' Branch will issue Leave encashment and GIS orders and send the same to Settlement section along with vetted service record ie 2(b)+<del>2</del>=50days</p>	<p>2 days Total=50days</p>	<p>4(a) ----</p>	
<p>4(b) After completion of enquiry by WI, and issuance of death notification, OS/Sett. will issue F.S. memo along with a copy of G-114 for payment of PF money to concerned Accounts (PF Section) through concerned Accounts Establishment for audit and payment. ie:3(b)+<del>2</del>=77 days</p>	<p>2 days Total=77days</p>	<p>4(b) ----</p>	

Continued - 14

*[Handwritten signature]*

A. S. - *[Handwritten signature]*

5(a) OS/Sett. will prepare Leave encashment and GIS bills based on the office orders issued by the concerned staff section of 'P' Branch and after obtaining certification from OS/Pay bill section towards GIS deduction, will send the same to concerned Accounts Estt. section along with service record. ie. 4(a)+2=52 days.	2 days Total= 52days	5(a) ----	
5(b) OS/Sett. will verify all settlement forms, service record and other relevant papers and WI's report and thereafter take necessary sanction from the concerned pension sanctioning authority for arranging payment of family pension & death gratuity money. ie. 3(b)+2=77 days	2 days Total= 77days	5(b) ----	
5(c) ----		5(c) Concerned Accounts Establishment will certify and send no claim memo and Vetted LPC to settlement section from the date of receiving of no claim memo and LPC. ie. 3(b)+3=78 days	3days Total= 78days
5(d) ----		5(d) Concerned Accounts Deptt. (PF) will scrutinize and generate C06/C07 for audit and payment subject to fulfilling of all formalities i.e. 4(b)+5 days= 82 days	5 days Total = 82 days
6. ----		6. Concerned Accounts Establishment will pass the GIS money and Leave encashment money for audit and payment and return the service record to Sett. Section. ie. 5(a)+3=55	3days Total= 55days
7. On obtaining necessary sanction and all relevant no claim mema from the different units , OS/Sett. will prepare death gratuity bill and family pension and arrange to send it to concerned Accounts Deptt. (Pension) along with service record and necessary settlement forms, Vetted LPC& photos for issuance of PPO and passing and payment of other settlement dues. ie. 5(b)+3=80 days	3days Total= 80days	7. ----	
8. ----		8 Concerned Accounts Pension Section will audit and issue PPA to the concerned bank with a copy to the pension sanctioning authority and the party concerned for payment of family pension of all ONR cases received from pension sanctioning authorities completed in all respect and shall also pass the death gratuity money for audit and payment under intimation to the party concerned and Settlement. Section. ie. 7+5=85 days	5 days Total= 85days

*A. Soren*  
 FA & CAO /SG  
 E.RLY/KOLKATA

*[Signature]*  
 CPO/A  
 E.RLY/KOLKATA