

Eastern Railway  
(Personnel Department)  
17, N. S. Road, Kolkata - 700 001

No. E.787/5/PEN/Settlement/Payment

Kolkata, Dated 30/08/2019

ALL CONCERNED

**Sub: Check List for processing pension and other retirement benefits  
(Non-NPS cases).**

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With a view to streamline and expedite processing of pension and other retirement benefits, a Check List has been finalised with the approval of the competent authority, which is enclosed for implementation. It may be ensured that item-wise information on all the points listed out in the checklist, along-with the copies of relevant documents, are made available in the file while processing each case.

Further, efforts have been made to prepare the Check List as comprehensive one, incorporating all relevant points on the subject. Nonetheless, this only a guideline and in each case the Unit has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.

Any feed back in this regard will be appreciated.

DA: As above.

  
(J. P. Kusumakar)  
Dy. Chief Personnel Officer/HQ  
Phone No :24106 (Rly.)

**Check List for Processing Pension and other Retirement Benefits (Non-NPS)**

Nature of Terminal Benefit (Tick relevant category)	Superannuation/VR/Resignation/Death/Discharge from service owing to the abolition of a permanent post/Compulsorily retirement from service as a penalty/Removal or Dismissal from service/Disablement or death during service/Additional benefits to NPS employees on Death/Disability.
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<b>Part –I (Service particulars)</b>			
(i)	Name of the employee		
(ii)	Details of designation/Department/Station/posting		
(iii)	Basic Pay last drawn with Level in the Pay Matrix of 7 <sup>th</sup> CPC		
(iv)	EMP No./PF A/C No.		
(v)	Father's/Spouse's Name		
(vi)	Date of Birth		
(vii)	Date of Appointment		
(viii)	Date of Superannuation/Retirement/Termination/Discharged, as the case may be		
(ix)	Community (UR/SC/ST/OBC)/Religion		
(x)	Bill Unit Number		
(xi)	Aadhaar Number		
(xii)	PAN No		
(xiii)	Mobile No.		
(xiv)	E-mail Id		
(xv)	Present/correspondence address with Pin Code		
(xvi)	Permanent/correspondence address with Pin Code		
(xvii)	Details of nominations executed during lifetime		
(xviii)	Mark of Identification		
<b>Part-II (Details of Family Members/Dependent Relatives)</b>			
(i)	Name of Spouse, D.O.B (with valid document) and Mobile No.		
(ii)	Full Name of Child/Children and D.O.B (with valid document), earning and marital status. In case of married child/children, date of marriage and name of spouse.		
(iii)	The nature of handicap (mental/physical), if any, of the child/children and whether it is permanent or temporary, with valid document.		
(iv)	Name of other dependant relatives, if any, viz. widowed mother, unmarried or widowed/divorced sister, bother/step brother under twenty one years of age, invalid brother of any age and brother already attained twenty one years of age & is a bonafide student of a recognised educational institute, as per Pass Rules along with D.O.B. (with valid document)		
(v)	Aadhaar Number of all family members/dependent relatives		
(vi)	PAN Card Number of all family members/Dependent relatives		
(vii)	Any other relevant information		
<b>Part-III (Establishment Process)</b>		Relevant Page No.	
(i)	Retirement order/Discharge Notification/Termination of service Notification, as the case may be.	P/	
(ii)	In case of death/missing, Death Certificate/missing dairy, duly issued by Civil Authority.		
(iii)	Statement showing details qualifying service and total period of non-qualifying service spell and year-wise breakup.		
(iv)	Sanction of the competent authority for encashment of unutilized leave as per Rule 549 and Rule 550 of R-I, (containing amount involved and number of days leave at credit).		
(v)	Statement for verification of service and CGEGIS along with SR page number		
(vi)	Relevant entries in SR towards annual increment, promotion, temporary service, substitute period, etc., as the case may be, duly verified with SR page number		
(vii)	Last basic pay in the Level of the Pay Matrix, duly verified.	Rs.	
(viii)	LTI of employee, duly verified by FPI	P/	
(ix)	Details of Military/Other Service, if any, duly verified.	P/	
(x)	Statement of duly verified updated Leave sheets		

(xi)	Details of NIP, if any, along with present status.		
(xii)	Statement showing details regarding period(s) of suspension, unauthorized absence not in continuation of authorized leave & break in service, if any, and their regularization with authority.		
(xiii)	Order of the competent authority relating to condonation of interruption in service, if any, as per Rule 43 of RS (Pension) Rules, 1993.		
(xiv)	In case of removal/dismissal, whether or not Compassionate Allowance under Rule 65 of RS (Pension) Rules, 1993 has been sanctioned. Details thereof.		
(xv)	In case an employee is declared incapacitated while in service and that leads to VR, whether or not leave applied and availed of, on medical certificate has been remitted back to his/her leave account as per PCPO's Sl. No. 115/17 (RBE No. 107/17).	Yes	No
(xvi)	Whether notice of VR of an employee who has acquired disability while in service has been dealt with as per guidelines laid down in PCPO's Sl. No. 115/17 (RBE No. 107/17).	Yes	No
(xvii)	Whether attested copy of the Death Certificate of spouse and other eligible members issued by the Civil Authority, if any, is available.	Yes	No
(xviii)	Whether attested copy of the decree of Divorce of Hon'ble Court in case of annulment of marriage between railway servant and his spouse, if any, is available	Yes	No
<b>Part-IV (Settlement Process)</b>			
(i)	Whether the case is NR or ONR	NR	ONR
(ii)	In case of ONR, nature of the ONR case, viz. Death/Resignation/VR/Missing/Termination	Tick relevant category	
(iii)	Class of pension entitled to, viz. Superannuation/retiring pension/VR/Invalid pension/Compensation pension/Compulsory retirement pension/Compassionate allowance/Extraordinary pension/Family pension	Tick relevant category	
<b>(A)</b>	<b>Payment of settlement dues - Superannuation/VR/Discharge from service due to the abolition of a permanent post/Compulsory retirement /Removal or Dismissal cases where Compassionate allowance has been granted:</b>		
<b>(1)</b>	<b>Forms to be filled in as per revised Pension Booklet:</b>	Relevant Page No.	
(a)	Application Form for payment of Pension & other Retirement Benefits to the Railway employees	P/	
(b)	Declaration for non receipt of pensionary benefits		
(c)	Details of family members		
(d)	Letter of authority undertaking for drawal of pension through public sector bank with permanent address & mode of payment		
(e)	Payee's letter of authority		
(f)	Common Nomination Form for Gratuity, State Railway Provident Fund and Central Government Employees Group Insurance Scheme as per Form 4		
(g)	Application for pension or gratuity and death-cum-retirement gratuity as per Form 30		
(h)	Nomination of person as per Form 'A' to receive undrawn pension		
(i)	Application for commutation of pension without medical certificate		
(j)	Nomination form for payment of the value of commutation to the nominee/nominees in the event of the pensioner dying without receiving the value therefor on or after the date on which the commutation becomes absolute		
(k)	Calculation of 10 months' average Emoluments or the last Basic pay, whichever is beneficial, Pension, Family Pension and DCRG		
(l)	Advice for closing the provident fund accounts of employees leaving service.		
(m)	Final Settlement Memo (Provident Fund)		
(n)	Notice for intimation of liabilities in connection with settlement staff		
(o)	Unified mandate form for payment of PF, GIS, Retiring/Death Gratuity, CVP and leave encashment (EFT/NEFT/RTGS)		
(p)	Undertaking Form for grant of Fixed Medical Allowance (FMA), if applied for and admissible.		
(q)	Certificate as per 'Annexure-A'		
(r)	Application for Smart Identity Card for retired employees		
(s)	Declaration to be taken from RELHS members on becoming a member of		

	CTSE		
(t)	UMID No., if available	No.	
<b>(2)</b>	<b>Other Formalities:</b>		
(a)	Whether two copies of self photo(Passport size) & three copies of joint photo with spouse ( Size 2" x3"), jointly signed on the back of the photo, duly attested by an Officer and one copy of joint photo to be attested by an Officer in the front side, are available	Yes	No
(b)	Declaration for payment of pension, pending family pension where spouse lives separately and refuses to submit joint photo.	P/.	
(c)	Specimen letter of undertaking by pensioner for drawal of Pension from the concerned Bank. In case of SBI additional filled in Annexure-XII.	P/	
(d)	Whether No Demand Certificate from Co Operative Bank/Library/ Medical Dept/Concerned Dept/ Accounts Establishment/Pay Bill has been obtained	Yes	No
(e)	Whether Stock Sheet clearance in respect of SSE/Supervisors has been obtained	Yes	No
(f)	Whether No Demand Certificate for Commercial Debit from Catering Dept/Commercial Dept if the retiring employee is a Catering /Commercial Staff has been obtained or whether any adjustment to be made towards purchasing of Laptop/Computer etc.	Yes	No
(g)	Whether Form 9 duly filled in, has been obtained from staff section for preparation of GIS Bill	Yes	No
(h)	Whether certificate from Educational Institute and local councilor in case of dependent student for availing medical facilities, is available	Yes	No
(i)	Vetted Last Payment Certificate	P/	
(j)	DA/SPE/Vig./Court Cases clearance	P/	
(k)	In case of holding Railway quarters, whether Permission/Vacation Certificate with final electric bill has been obtained	Yes	No
(l)	Whether recovery towards RELHS as per PCPO's SI Cir No 22/17 has been made. For the purpose of enrollment under RELHS-97, whether instructions in Board's letter dated 31/07/18 (PCPO's SI. No. 159/18) have been kept in view.	Yes	No
<b>(B)</b>	<b>Payment of Award &amp; Family Pension under RS(Extraordinary Pension) Rules, 1993, as amended from time to time:</b>		
<b>(1)</b>	<b>Forms to be filled in as per RS(Extraordinary Pension) Rules, 1993 as amended from time to time:</b>	Relevant Page No.	
(a)	Application for disability pension as per "FORM A"	P/	
(b)	Application for family pension as per "FORM B"		
(c)	Report by Medical Board on injuries/diseases/death as per "FORM C"		
(d)	Report on accidental and self-inflicted injuries "FORM D"		
(e)	Report on Cases (other than those due to injuries) which have ended fatally or are proposed invaliding "FORM E"		
<b>(2)</b>	<b>Constant Attendant Allowance (CCA):</b>		
	The revised rates of CCA is Rs. 6750/- per month effective from. 01/07/2017 (shall be increased by 25% every time the DA increases by 50%) and will be granted to pensioners who retired on disability pension under the RS(Extraordinary Pension) Rules, 1993, with 100% disability (where the individual is completely dependent on somebody else for day-to-day function). This allowance will be paid in addition to disability pension. [Ref.: PCPO's SI. Nos. 105/17 & 179/17].		
<b>(3)</b>	<b>Related Information :</b>		
(a)	Guidelines for conceding attributability of disablement or death to Railway Service as per Appendix of RS(EOP) Rules, 1993		
(b)	Nature of injury as is mentioned in Scheduled I of RS(EOP) Rules, 1993.		
(c)	List and classification of diseases which can be contracted by service as per Schedule II of RS(EOP) Rules, 1993.		
(d)	Category of Case as per Schedule III of RS(EOP) Rules, 1993for determining the compensation payable for death or disability under different circumstances under these Rules.		
(e)	While deciding such cases, instructions in RBE No. 46/18 (SI. No. 67/18) should be kept in view.		
<b>(C)</b>	<b>Payment of settlement dues in Death Cases:</b>		
<b>(1)</b>	<b>Forms to be filled in:</b>	Relevant Page No.	
(a)	'Form -7' Declaration for Non-payment of Pensionary benefits of the applicant	P/	
(b)	'Form-8' Specimen Signature of the applicant		

(c)	'Form-9' LTI of the applicant		
(d)	'Form-10' Permanent Address with Bank Particulars of the applicant		
(e)	'Form-14' Application for Death Gratuity by the applicant		
(f)	'Form-19' Application for payment of Family pension by the applicant		
(g)	Family Particulars in G-114 in the Report submitted by S&WI.		
(h)	Undertaking for FMA, if admissible		
<b>(2)</b>	<b>Other Formalities:</b>		
(a)	Welfare Inspector's report regarding genuineness of the claimant	Page No	
(b)	Whether four copies of Passport size photograph of the widow duly attested by an Officer at the back is available	Yes	No
(c)	Whether No Demand Certificate from Co Operative Bank/Library/ Medical Dept/Concerned Dept/ Accounts Establishment/Pay Bill has been obtained	Yes	No
(d)	Whether Stock Sheet clearance in respect of SSE/Supervisors has been obtained	Yes	No
(e)	Whether No Demand Certificate for Commercial Debit from Catering Dept/Commercial Dept if the retiring employee is a Catering /Commercial Staff has been obtained.	Yes	No
(f)	Vetted Last Payment Certificate	Page No.	
(g)	Whether DA/SPE/Vig./Court Cases clearance has been obtained	Yes	No
(h)	In case of holding Rly Quarters, whether Permission/Vacation Certificate with final electric bill has been obtained.	Yes	No
(i)	Legal heir Certificate etc., duly completed and forward by the controlling Officer of the employee.	Page No.	
(j)	Whether Bank Mandate completed in all respect along with cancelled cheque and Photostat copies of pass book has been obtained	Yes	No
(k)	Whether the application for Joining RELHS-97 to be submitted within three months from the date of death of the employee, has been obtained. In the event of submission such application, whether recovery has been made as per PCPO's SI Cir No 22/17.	Yes	No
<b>(3)</b>	<b>Other Conditions for Sanction of Family Pension for Widowed/Divorced /Unmarried Daughter :</b>		
(a)	Widowed/divorced daughter was not leading a married life at the time of death of her father/mother, whoever died later.		
(b)	Grant of family pension to a divorced daughter in such cases where the divorce proceedings had been filed in a competent court during the life-time of the employee/pensioner or his/her spouse but divorce took place after their death, provided the claimant fulfils all other conditions for grant of family pension under Rule 75 of RS(Pension) Rules, 1993. In such cases, the family pension will commence from the date of divorce. [RBE No. 102/17 (SI. No. 110/17)]		
(c)	<b>Annual Certificate</b> to the effect that her earning is not equal to or more than the sum of minimum family pension and dearness relief thereon from employment in Government, the private sector, self employment.		
(d)	For grant of family pension to widowed/divorced daughters, there is no condition in the relevant instructions that such daughters should have been dependent on parents' pension/family pension when they were alive		
(e)	Family pension to the widowed/divorced/unmarried daughters shall be payable in order of their date of birth and the younger of them shall not be eligible for family pension unless the next above has become ineligible for grant of family pension.		
(f)	The other eligible children below the age of 25 years have ceased to be eligible to receive family pension and that there is no disabled child to receive the family pension		
(g)	The claimant may be asked to submit such documents as may be necessary to adjudge the authenticity of claims e.g. (Ref: Bd's L/No. F(E)III/2007/PN1/5 dated 2011/2007) Successions certificate or affidavit sworn before a Magistrate to the effect that the claimant is the daughter of the deceased Railway servant/pensioner, Certificate of income as provided for in Board's letter dt. 09/9/99 (RBE No. 229/99) circulated under this office serial No. 176/99, In case of divorced daughter, certificate of divorce valid in law and death certificate of spouse of the claimant if she is a widow daughter, Non-marriage certificate, Copy of PPO, and Death certificate of the deceased pensioner or spouse of the deceased pensioner, if any, who was receipt of family pension. Any other documents to ascertain that the applicant is the		

	genuine claimant eligible for sanction of family pension under extant instructions.	
(h)	The eligible widowed/divorced/unmarried daughters of deceased Railway servants and pensioners beyond 25 years of age will continue to be eligible for family pension at enhanced rates as per RS(Pension) Rules, 1993. (Ref.: RBE No. 150/2011)	
(i)	Family pension is payable to wholly dependent parents of the deceased Government servants w.e.f. 01/01/98, when he/she is not survived by a widow or eligible child. The family pension will be payable to mother first, failing which to the father.	
(j)	If the son or daughter, of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 25 years, the family pension can continue to be paid for life time subject to conditions.	
<b>(4)</b>	<b>Missing Person:</b>	
	Grant of family pension and gratuity to the eligible member of the family of an employee/pensioner/family pensioner reported missing should be dealt with as per instructions contained in RBE No. 68/13 (PCPO's Sl. No. 87/13)	
<b>(5)</b>	<b>Employee covered under NPS:</b>	
	Grant of Additional relief on death/disability of Railway employees covered by the New Defined Contribution Pension System (NPS) should be dealt with as per DoP&PW's OM dated 5/5/2009 received vide RBA No. 31/2009 circulated under this office serial No. 89/2010 and Bd's letter dated 26/02/19 circulated under this office serial No. 48/19	
<b>Part-V (Sanctioning /Competent Authority)</b>		
(i)	As per Sl. No. 45 of Part-F (Non-Gazetted) of MSOP-18, powers to sanction of pension/Service gratuity, retirement/death gratuity, commutation of pension and leave encashment have been vested in full to PHODs/CHOD/HOD, DRMs/ADRM/SAGs Officers in Field Units and JAG/Sr. Scale/Jr. Scale in Divisional Offices/Extra-Divisional Offices/ Officers in Headquarters, as the case may be.	
(ii)	Competent Medical Officer/Board for issuing certificate of disability for the purpose of family pension under Rule 75 of the Railway Services (Pension) Rules, 1993 – Referred to this Office serial Nos. 148/2014 and 10/2016.	
<b>Part-VI (Time Schedule for completion the process)</b>		
(i)	Distribution of the pension Booklet from Settlement Section to the retiring staff.	Four months before the date of Superannuation.
(ii)	Return of Pension Booklet to Settlement Section by the retiring staff, duly filled in all respect.	Two months from the date of receipt of the booklet.
(iii)	Completion of the process involving various stages of activities by the Cadre Dealing Section, including completion of verification of qualifying service and remittance the SR of the retiring staff to the Settlement Section.	One month before the date of superannuation.
(iv)	Forwarding all papers to Associated Accounts for generating PPO and clearing all settlement dues in favour of the retiring staff on superannuation.	Not later than 7 <sup>th</sup> day of the month on which the staff is going to superannuate.
(v)	Payment of Settlement dues to the staff going to superannuate.	On the date of Retirement.
(vi)	VR/Death/Resignation (for non-disputed cases only).	60 days from the date of VR/Death/Resignation, as the case may be.

**Note:** Digital format of the Revised Pension Booklet is available in the home page of Personnel Department's webpage under the official website of Eastern Railway i.e. [www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in)

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Signature of Estt. Dealing Official

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Signature of Settlement Dealing Official