

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

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

Kolkata, Dated: 27/05/2020

Divisional Railway Managers  
HWH/SDAH/ASN/MLDT  
Eastern Railway

Chief Works Managers  
KPA/JMP/LLH  
Eastern Railway

[Attention: Sr.DPOs/WPOs]

Dy.CPOs/SPOs/APOs, E. Rly., Kolkata

**Sub: Payment of Retirement Benefits of staff covered under NPS -  
Checklist.**


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The matter regarding issuance of the Checklist on the above cited subject has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist for processing Retirement Benefits of staff covered under NPS has been finalised 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 for payment of retirement benefit under NPS.

Further, efforts have been made to prepare the checklist 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.

  
(S. K. Chattopadhyaya)  
Sr. Personnel Officer/HQ&PC  
For Pr. Chief Personnel Officer  
Phone No. 24122

Copy to: Secretary to PCPO for kind information of PCPO.  
PA to CPO(Admn.) for kind information of CPO(Admn.)

DA: As above.

  
For Pr. Chief Personnel Officer

**Check List for Processing of Retirement Benefits covered under NPS**

Nature of Terminal Benefit (Tick relevant category)	Superannuation/VR/Discharge due to disease/injury attributable to Govt. duty/ /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./PRAN		
(v)	Father's/Spouse's Name		
(vi)	Date of Birth		
(vii)	Date of Appointment		
(viii)	Date of Superannuation/Retirement/Termination/Discharge, 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		
(xix)	UMID No.		
<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 bother 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>		<b>Relevant Page No.</b>	
(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 for Retirement Gratuity/Death Gratuity as per 79 (a) of Pension Rules.		
(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)	Counting of service for Gratuity on mobility as per RBE No. 29/2020 (Sl. No. 34/2020)	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) Amendment Rules, 2016.		
(xiv)	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
(xv)	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
(xvi)	Whether attested copy of the Death Certificate of spouse and other eligible members issued by the Civil Authority, if any, is available.	Yes	No
(xvii)	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 (attributable or not attributable to Govt. duty/Invalidation not attributable to Govt. duty/ Discharge due to disease/injury attributable to Govt. duty/VR	Tick relevant category	
(iii)	In case of ONR, class of pension/Family pension & Gratuity - Invalid pension & retirement gratuity/Family pension & death gratuity/Disability pension & retirement gratuity under RS (extraordinary) Pension Rules/Extraordinary family pension & death gratuity; as the case may be.	Tick relevant category	
<b>(A)</b>	<b>Payment of settlement dues – Superannuation (on attaining the age of 60 years)</b>		
<b>(1)</b>	<b>Forms to be filled:</b>	Relevant Page No.	
(a)	Withdrawal form for claim of accumulated Pension Wealth on superannuation as per Form 101-GS (Ref. RBA No. 21/2013, Sl. No. 97/2013)	P/	
(b)	Lists of documents as proof of Identity and address to be enclosed with the application as detailed in RBA No. 21/2013 Sl. No. 97/2013	P/	
(c)	Request cum undertaking for withdrawal of total pension wealth upon superannuation where the total pension wealth is equal to or less than Rs. 200,000/- (Ref. RBA No. 8/2014)	P/	
(d)	Authorization of withdrawals under NPS, to be done as per guidelines contained in RBA No. 5/2019, Sl. No. 228/2019)	P/	
(e)	Application form for payment of Retirement Gratuity, including CGEGIS, Encashment of unutilized Leave.	P/	
(g)	Details of family members	P/	
(h)	Common Nomination Form for Gratuity and Central Government Employees Group Insurance Scheme as per Form 4	P/	
(i)	Application for Retirement gratuity as per Form 30	P/	
(j)	Notice for intimation of liabilities in connection with settlement staff	P/	
(k)	Unified mandate form (EFT/NEFT/RTGS) for remittance of NPS fund, including payment of GIS, Retiring/Death Gratuity, and leave encashment	P/	
(l)	Undertaking Form for grant of Fixed Medical Allowance (FMA), if applied for and admissible.	P/	

(m)	Certificate as per 'Annexure-A'	P/
(o)	Application for Smart Identity Card for retired employees	P/
(p)	Declaration to be taken from RELHS members on becoming a member of CTSE	P/
<b>(2)</b>	<b>Other Formalities:</b>	
(a)	Copies of photos (self & with spouse ) as per requirements	P/
(b)	Whether No Demand Certificate from Co Operative Bank/Library/ Medical Dept/Concerned Dept/ Accounts Establishment/Pay Bill has been obtained	Yes/No
(c)	Whether Stock Sheet clearance in respect of SSE/Supervisors has been obtained	Yes/No
(d)	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/N
(e)	Whether Form 9 duly filled in, has been obtained from staff section for preparation of GIS Bill	Yes/N
(f)	Whether certificate from Educational Institute and local councilor in case of dependent student for availing medical facilities, is available	Yes/N
(g)	Vetted Last Payment Certificate	P/
(h)	DA/SPE/Vig./Court Cases clearance	P/
(i)	In case of holding Railway quarters, whether Permission/Vacation Certificate with final electric bill has been obtained	Yes/No
(j)	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>Benefits on Death or Discharge on account of Invalidation/Disability</b>	
<b>(I)</b>	<b>Retirement from Railway service on invalidation not attributable to Rly. Duty:</b>	
(a)	Calculation of Invalid Pension in terms of Rule 55 and Rule 69 of RS (Pension) Amendment Rules, 2016.	P/
(b)	Calculation of Retirement Gratuity in terms of Rule 70	P/
(c)	Medical certificate as per Rule 56	P/
(d)	Statement giving grounds for retirement as per Rule 58	P/
(e)	Date of Invalidation as per Rule 62	P/
<b>(II)</b>	<b>Death in service not attributable to Railway service:</b>	
(a)	Calculation of Family Pension (including enhance family pension) in terms of Rule 75	P/
(b)	Calculation of Death Gratuity as per Rule 70	P/
<b>(III)</b>	<b>Discharge from Railway service due to disease/injury attributable to Rly. Service:</b>	
(a)	Calculation of Disability Pension as per RS(Extraordinary Pension) Rules	P/
(b)	Calculation of Retirement Gratuity as per RS(Extraordinary Pension) Rules read with Rule 70	P/
<b>(IV)</b>	<b>Death in service attributable to Railway service :</b>	
(a)	Calculation of Extraordinary family Pension as per RS(Extraordinary Pension) Rules and Scheme for liberalized Pensionary Awards	P/
(b)	Calculation of Death Gratuity as per Rule 70	P/
<b>(V)</b>	<b>Voluntary Retirement:</b>	
(a)	Compliance of provisions under Rule 67 of RS(Pension) Rules	P/
(b)	Withdrawal form for claim of accumulated Pension Wealth before attaining the age of normal superannuation as per Form 102-GP (Ref. RBA No. 21/2013, Sl. No. 97/2013)	P/
(c)	Lists of documents as proof of Identity and address to be enclosed with the application as detailed in RBA No. 21/2013 Sl. No. 97/2013	P/
(d)	Authorization of withdrawals under NPS, to be done as per guidelines contained in RBA No. 5/2019, Sl. No. 228/2019)	P/
<b>(V)</b>	<b>Other relevant important formalities/provisions:</b>	
(a)	Declaration for forgoing accumulated pension fund NPS as per RBE No. 96/2014	P/

	and Sl. No. 196/2018	
(b)	All Forms relevant to respective provisions under Rules mentioned from (I) to (IV)	P/
©	In cases where corpus of NPS has been paid, option for drawal of pension/Family pension instead of NPS corpus may be allowed as per instructions of RBE No. 08/2020 circulated under Sl. No. 09/2020	
(d)	Additional benefits on death/disability under NPS will be admissible even if PRAN was not allotted at the time of death and disability as per Sl. No. 48/2019	
(e)	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.	
(f)	Guidelines for exits and withdrawal under NPS (Ref. Board's letter 2016/F(E)III/1(1)/3, dated 23/04/2020 (Sl. No.))	
	Partial Withdrawals from National Pension System (NPS) for different purpose and procedural guidelines (Ref. 2016/F(E)-III/1(1)/3, dated 24/04/2020, Sl. No. )	
(g)	Clarification on enrollment of the Substitutes under National Pension System and commencement of the deduction (Ref. RBE No. 188/2019 Sl. No. 240/2019)	
(h)	For Military pensioners re-employed in Railway service after 01/01/2004 (Ref. RBA No. 40/2006), they may be inducted under NPS	
(VI)	<b>Sanctioning /Competent Authority</b>	
	As per Sl. No. 45 of Part-F (Non-Gazetted) of MSOP-18	
(VII)	<b>Time Schedule for completion the process</b>	
<p>The process should be initiated six months before the date of superannuation and the whole process should be completed not later than 15<sup>th</sup> of the month on which the employee is due for retirement. In case of ONR (other than completed cases), necessary process should be initiated immediately on receipt of relevant documents/papers pertaining to the each case and should be finalized within a period not 20 days.</p>		

Signature of Estt. Dealing Official

Signature of Settlement Dealing Official