

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

No. E.740/0/Misc(Policy)/Pt.I

Kolkata, Dated: 08 /09 /2020

Sr. Divisional Personnel Officers
HWH/SDAH/ASN/MLDT
Eastern Railway

Workshop Personnel Officers
KPA/LLH/JMP
Eastern railway


SPO/W&IR, SPO/T&Engg., SPO/HQ, SPO/M&E,
SPO/S&T, , APO/Con & APO/Ptg. & Sty., E. Rly., Kolkata

Sub: Coverage under Railway Services (Pension) Rules, 1993, in place of National Pension System, of those Railway employees whose selection for appointment was finalized before 01/01/2004 but who joined Railway service on or after 01/01/2004.

Attention is invited to this office serial circular no. 33/2020, whereby Railway Board's letter no. D-43/12/2018-F(E)III, dated 03/03/2020 (RBE No.28/2020) along with its enclosure, containing DoP&PW's OM No. 57/04/2019-P&PW(B), dated 17/02/2020 on the above subject, was circulated for information and further necessary action. With a view to process the option received in this regard from the concerned non-gazetted employee, a checklist has been prepared and enclosed for its disposal in a time-bound manner.

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 concerned Cadre Dealing Officer (CDO)/Settlement Officer has to check all relevant aspects and may modify/add to this checklist, under intimation to this office.

Encl.: As above.


(Anjan Ray)
Chief Personnel Officer/G
Phone No.:24104 (Rly.)

Checklist for processing options of Non-gazetted employees for Pension Scheme
RBE No. 28/2020 [Sl. No. 33/2020]

1.	Name of employee with designation	
2.	Date of appointment to the Railways	
3.	Post/Level /Grade in which appointment was made	
	PRAN No.	
4.	Place of initial appointment/Department	
5.	Source of recruitment [RRB/RRC, Compassionate grounds, Sports quota, etc.]	
6.	Date of publication of recruitment notification/ advertisement	
7.	Date of written examination/interview	
8.	Date of publication of result	
9.	Date of occurring of vacancy w.r.t. the relevant appointment/recruitment	
10.	Date of offer of appointment	
11.	Whether any request for extension of joining time after receiving of appointment letter was made. If yes, furnish the following details	
(a)	Whether seniority was affected or unaffected due to such late joining	
(b)	Whether seniority was depressed in the same batch or subsequent batch	
(c)	In case the seniority was depressed to a subsequent batch, date of publication of result of the subsequent batch	
12.	In case of result for the relevant recruitment declared prior to 01/01/2004 but actual offer of appointment was issued on or after 01/01/2004 on being found fit on review, if any, on the grounds	
(a)	Medical fitness	
(b)	Verification of character and antecedents	
(c)	Caste or income certificate	
13.	In case of appointment on compassionate grounds, date of approval of the competent authority on the recommendations of the Screening/Selection Committee to appoint on compassionate grounds	
14.	Details of previous appointment, if any.	
(a)	Department/Ministry	
(b)	Date of previous appointment	
(c)	Order of permission to appear in the relevant examination	
(d)	Date of technical resignation	
(e)	Date of joining Railway	
15.	Date of receipt of option to come over to Pension Scheme from NPS as per RBE No. 28/2020 [Sl. No. 33/2020]	
16.	Brief of the claims submitted by the applicant	
17.	In case of death of the employee otherwise eligible to exercise option as RBE No. 28/2020 [Sl. No. 33/2020], following details :	
(a)	Date of death as per Death Certificate	
(b)	Details of ex-employee	
(c)	Name of member of the family who is eligible to receive NPS benefit on death of the employee as per PFRDA (Exits and withdrawals under NPS)	
18.	Remarks of Cadre Dealing Official	
19.	Remarks of Settlement Dealing Official	
20.	Remarks of Cadre Dealing Officer	
21.	Remarks of Settlement Officer	
22.	Decision of Competent authority i.e. the Appointing authority in respect of the option exercised by the applicant for switching over to Pension Scheme from NPS as per RBE No. 28/2020 [Sl. No. 33/2020]	

Note: In terms of guidelines circulated vide RBE No. 28/2020 (Sl. No.33/2020), the option would be available to only those employees who were declared successful for recruitment before 01/01/2004 against vacancies pertaining to the period prior to that date.