

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

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

Kolkata, Dated: 14/02/2023

Divisional Railway Managers
HWH/SDAH/ASN/MLDT

Chief Works Managers
LLH/KPA/JMP
Eastern Railway

[Attention: Sr.DPOs/DPO(IC)/Dy.CPO(W)/WPOs]

Dy.CPO/Gaz, Dy.CPO/HQ, Chairperson/RRC
SPO/HQ, SPO/Engg., SPO/Con, SPO/NG, APO/Co-rd,
APO/RP&PS & APO/Rectt.

Sub: Compendium of Checklists - reg.

With a view to ensure suitable and sufficient checks to prevent procedural lapses, Checklists on the following subjects have since been prepared and circulated/uploaded from time to time:

- a) Appointment on compassionate grounds,
- b) Inter-Railway/Inter-Divisional transfer,
- c) Processing Disciplinary cases up to Revisionary stage under RS(D&A) Rules, 1968,
- d) Surrender of post and creation of post,
- e) Processing Pension and other Retirement benefits (Non-NPS cases),
- f) Grant of Financial Upgradation under MACP Scheme,
- g) Payment of Retirement Benefits of staff covered under NPS and
- h) Promotion.

For better appreciation, a compendium of these checklists has been prepared and uploaded in the webpage of Personnel Department of official website of this Railway. All Cadre Dealing Officers (CDOs) are hereby advised to ensure that respective case files pertaining to above listed subject matters should invariably be processed for consideration of the competent authority, with duly filled check list as per column/instructions given therein along-with the copies of relevant documents. Cases which are being processed without checklist should not be considered by the respective competent authorities.

This issues with the approval of competent authority.


(J. P. Kusumakar)
Chief Personnel Officer/Admn.

Copy to: PS to PCPO for information of PCPO and CPO/IR

EASTERN RAILWAY HEADQUARTERS (PERSONNEL DEPARTMENT)

COMPENDIUM OF CHECK-LISTS

<i>Sl. No.</i>	<i>Subject</i>	<i>Authority</i>
1.	<i>Appointment on compassionate grounds</i>	<i>Letter No.CPO/SC/SA/POL/Pt. X dated 13.09.18</i>
2.	<i>Inter-Railway/Inter-Divisional transfer</i>	<i>Letter No. E.1140/0/Pt.III dated 08.01.19</i>
3.	<i>Processing Disciplinary cases up to Revisionary stage under RS(D&A) Rules, 1968</i>	<i>Letter No. E.308/0/Vol.XX dated 30.07.19</i>
4.	<i>Surrender of post and creation of post</i>	<i>Letter No. E.11/0/Pt.V dated 31.07.19</i>
5.	<i>Processing Pension and other Retirement benefits (Non-NPS cases)</i>	<i>Letter No. E.787/5/PEN/ Settlement/ Payment dated 30.08.19.</i>
6.	<i>Grant of Financial Upgradation under MACP Scheme</i>	<i>Letter No. E.368/0/ACP/Pt.IV dated 26.05.20</i>
7.	<i>Payment of Retirement Benefits of staff covered under NPS</i>	<i>Letter No. E. 787/ 5/ PEN/ Settlement/ Payment dated 27.05.20</i>
8.	<i>Promotion</i>	<i>Letter No.E.1023/0/Pt.X dated 06.08.20</i>

(Compiled by PCPO's Ruling Section)

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

No. CPO/SC/SA/POL/Pt.X

Kolkata, Dated: 13/09/2018

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

Chief Works Managers
KPA/JMP/LLH
Eastern Railway

[Attention: Sr. DPOs/WPOs]

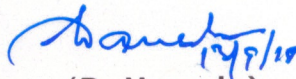
Sub: Appointment on Compassionate Grounds – Checklist.

The matter regarding issuance of the Checklist pertaining to Compassionate Appointment has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist of 15 items for cases of appointment on compassionate grounds 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 the cases of appointment on compassionate grounds.

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.


(D. Hansda)

Sr. Personnel Officer/RP
For Pr. Chief Personnel Officer

CHECK LIST FOR CASES OF APPOINTMENT ON COMPASSIONATE GROUNDS

Nature of Compassionate Appointment. (Tick relevant category/priority)	Died while in service/Retired on medical grounds/Missing Railway employee/Unmarried Railway employee died in harness.	Priority of the case, viz.-(I)/(II)/(III)
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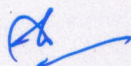
Sl. No	List of Documents	Page No.
1.	Part-A (Background)	
(i)	Name of the ex-Railway employee with Designation, employment/PRAN number & place of posting.	
(ii)	Date of Birth and date of normal superannuation of the ex-employee.	
(iii)	Date of Death/retirement on medical grounds/missing, as the case may be.	
(iv)	Total length of Service rendered by the ex-employee	
(v)	Death certificate of ex-employee/Medical certificate of ex-employee retired on medical grounds	
(vi)	Termination Order from service due to death or retirement on medical grounds	
(vii)	Whether belonging to SC/ST/OBC	
2.	Part-B (Settlement Details)	
(i)	Whether or not all settlement dues are paid. If paid, details of such payment such as date of payment, the recipients etc.	
(ii)	Nomination of ex-employee	
(iii)	Copy of Pass declaration or certificate from the concerned subordinate/officer certifying the family composition as per pass declaration.	
(iv)	Copy of Medical Identity Card	
(v)	Any other related documents/sources, indicating family composition such as Bank details, Ration card, etc.	
3.	Part-C (Details of compassionate application)	
(i)	Name of the candidate for appointment on compassionate grounds & his/her relationship with the ex-Railway employee, including photo identity.	
(ii)	Application for CG appointment along with the undertaking as mentioned in PCPO's Sl. No. 62(05)/2002, duly endorsed by the Controlling Officer of ex-employee.	
(iii)	Priority registration number, if any.	
(iv)	(a) Attested certificate in support of date of birth as well as education qualification of the candidate or affidavit in case of illiterate widow in support of date of birth. (b) Educational qualification acquired at the time of initial application to be considered.	
(v)	Whether any other dependent family member has been appointed on compassionate grounds	
(vi)	Copy of adoption deed, if the employment assistance has been sought for adopted son/daughter	
(vii)	Caste Certificate in case of SC/ST/OBC, duly issued by the Civil Authority	
(viii)	Non-remarriage certification of widow.	
4.	Part-D (S&WIs' factual assessment)	
(i)	S&WI's detail investigation report, including checking identity and all bio-data details of candidate.	
(ii)	(a) Report detailing particulars of total assets left, including settlement details of (a) Pension/Family Pension, (b) DCRG/Retirement Gratuity, (c) SRPF, (d) Leave Encashment & (f) GIS as per G.114 (b) Details on moveable and Immovable properties & annual income earned therefrom by the family. (c) Brief particular of liabilities, if any.	
(iii)	Particulars of all dependent family members of the Government servant (if Some are employed their income and whether they are living together or separately).	
	Part-E (other related information)	
5.	Post for which employment is proposed.	
6.	Vacancy position of the post for which employment is proposed.	
7.	Whether relaxation of upper age limit of the candidate is required, if yes, proposal thereof.	
8.	Authority competent to approve compassionate appointment.	
9.	Relevant circular(s).	

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From pre-page.

Part-F (Special Cases)

Sl. No.	Nature of Cases	List of Document(s)	Page No.
10.	Compassionate appointment in case of minor.	a) Date of initial Registration. b) Date of attaining majority. c) Date of renewal. d) Reasons, if belated, i.e. beyond 2 years, for which competent authority is the GM.	
11.	Compassionate Appointment of wife/ward/dependent of medically unfit Railway employee opted for retirement on medical grounds.	a) Details of unconditional VR. b) Declaration of the concerned medically decategorised or totally incapacitated Railway employee, as the case may be, in respect of his/her preference for appointment on compassionate ground as per RBE No. 22/2014. c) Certification from the controlling officer that the concerned medically unfit staff in whose case compassionate appointment of wife/ward/dependents is under consideration, have 5 (five) years or more service left at the time of his being declared partially decategorised. d) In the event of death of the medically unfit employee without making clear his wishes, declaration of the family of the ex-employee that the candidate proposed for appointment is the bread-winner of the family concerned.	
12.	Compassionate appointment of married/widow/divorced daughter of ex-employee.	a) Declaration of the family of the ex-employee that the candidate proposed for appointment is the bread-winner of the family concerned. b) In case of divorced, daughter should also have been dependent of the late employee. c) Divorce should have been finalized before death of employee's death.	
13.	Compassionate Appointment of the dependent of unmarried Railway employees dying in harness/retiring on medical grounds.	a) Dependency certificate on the basis of document such as inclusion/declaration of names in the Pass or in Ration Card etc. b) In the absence of such documentary proof, S&WI's detail reports, certifying the dependency on the basis of the factual position & circumstance.	
14.	Compassionate appointment of spouse/ward of missing person.	a) The benefit of compassionate appointment can be considered after a lapse of two years from the date from which the Railway employee has been missing provided that an FIR has been lodged and the missing person is not traceable and the competent authority feels that the case is genuine. b) This benefit will not be applicable to the case of a railway employee who had less than two years to retire on the date from which he has been missing and who is suspected to have committed fraud or suspected to have joined any terrorist organization or gone abroad. c) Police investigation report in respect of the missing employee and affidavit in prescribed Proforma affirming that the service of the wards/widow will be terminated in case the missing railway employee becomes available subsequently. d) The compassionate appointment may be delinked from the payment of settlement dues.	
15.	Any other relevant/specific rule/detail in each case.		



Signature of Dealing Assistant

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

No.E.1140/O/Pt.III

Kolkata, Dated: 08 /01/2019

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: Inter-Railway/Inter-Divisional Transfer - Checklist.

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 on transfer 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 the cases.

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.


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

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

DA: As above.

CHECK LIST FOR PROCESSING CASES OF REQUEST TRANSFERS

Nature of request transfer. (Tick relevant category/priority)	Own request Inter-Railway transfer/own request Inter-Divisional transfer, including Unit/Mutual Transfer/Spouse Grounds
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Sl. No	Checklist	Page No. of Relevant Documents
1.	Part-A (Service Particulars of the Employee)	
(i)	Full Name of the employee	
(ii)	Level in the Pay Matrix.	
(iii)	Details of designation/Department/Station/posting	
(iv)	Father's Name in full	
(v)	Date of Birth	
(vi)	Date of appointment	
(vii)	Date of confirmation in the grade	
(viii)	Educational Qualification	
(ix)	Community (UR/SC/ST/OBC)	
(x)	Medical Category	
(xi)	EMP No./PF No./NPS No.	
(xii)	Bill Unit No.	
(xiii)	Mobile No.	
(xiv)	Permanent Address in full	
(xv)	Present Address in full	
2.	Part-B (Related information on request transfers)	
(A)	Inter-Railway/Inter-Divisional one way request Transfer on bottom seniority against DR quota other than Sportsperson: (both incoming & outgoing cases)	
(i)	Application of the employee himself/herself in triplicate, duly received through proper channel, along with duly filled in proforma D-II (Declaration) and attested photocopy of first page of SR.	
(ii)	Allotted COMPTRAN No.	
(iii)	Priority position as per Priority Register.	
(iv)	Whether D&AR/SPE/Vigilance clearance is obtained.	
(v)	In case of transfer on <u>out-of-turn basis</u> , whether conditions enumerated in RBE No. 139/18 (Sl. No. 176/18) are fulfilled.	
(vi)	Nature of hardship. In case of medical grounds, recommendations of the Railway Medical Officer.	
(vii)	Details of grade/post/cadre in which the transfer on request on bottom seniority is sought for.	
(viii)	Whether the post to which transfer is sought for is headquarters controlled post or Division/Unit controlled post	
(ix)	Whether the grade/post to which transfer is sought for having an element of direct recruitment as per the relevant Recruitment Rule (RR) of the grade.	
(x)	Vacancy position to that relevant grade/post.	
(xi)	In case of Inter Railway Transfer, whether the employee has completed 5 years' service on the Railway (including training period, if any).	
(xii)	Whether the employee requesting transfer fulfils the qualification prescribed for direct recruitment to the post. This is subject to the relaxation envisaged in RBE Nos. 190/2005, 82/2014 (for erstwhile Gr. 'D' employees) and 94/2015 circulated under this office serial Nos. 146(12)/2005, 90/2014 and 122/2015 respectively and RBE No. 97/17 (Sl. No. 111/17) relating to persons appointed on sports quota.	
(xiii)	Whether NOC from accepting Railway/Division/Unit, is received.	
(xiv)	Approval of the competent authority as per Part-F/MSOP-2018	
(xv)	Requirement of the Placement Committee has been dispensed with.	
(B).	Additional information required for Sportsperson recruited against sports quota:	
(i)	Whether the employee is still an active sportsperson. [Ref.: RBE No.58/14 (Sl. No. 53/14)]	
(ii)	Whether the person has completed 5 years' service on the Railway including probation period and a regular employee. [Ref.: RBE No. 23/2011 (Sl. No. 21/2011)].	
(iii)	Whether the person has applied for grant of relaxation in five years' service condition under the circumstances indicated in para 2(ii) (a) & (b) of RBE No. 23/11 (Sl. No. 21/11) and the approval of the GM in case of Inter-Division/Unit transfer and Board's approval on recommendation of the GM in case of Inter-Railway transfer has been obtained. [Ref.: RBE No. 132/17 (S. No. 133/17) & RBE No. 75/11 (Sl. No.68/11)].	

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Sl. No	Checklist	Page No. Relevant Documents
(iv)	Authority competent to accord approval for Inter-Railway and Inter-Divisional/Unit transfer subject to fulfilling conditions mentioned in B(ii) above supra, is the GM. [Ref.: RBE No. 30/12 (Sl. No. 30/12)].	
(v)	In case of non-active sportspersons, it should be decided as per extant guidelines contained in RBE No.58/14 (Sl. No. 53/14).	
(C)	Inter-Railway/Inter-Division/Unit transfer on Mutual exchange in any grade (Incoming & out going cases)	
(i)	Application as per extant procedure of the employee himself/herself in triplicate, duly received through proper channel along with duly filled in proforma D-II (Declaration) and attested photocopy of first page of SRs.	
(ii)	Allotted COMPTRAN No.	
(iii)	Whether D&AR/SPE/Vigilance clearance is obtained.	
(iv)	Whether the proposed mutual transfer is for headquarters controlled post or Division/Unit controlled post.	
(v)	Whether both the employees contracted transfer of mutual exchange belonging to "Corresponding Cadre", except for staff in Level-1 (erstwhile GP 1800) as per RBE No. 99/18 (Sl. No.139/18).	
(vi)	In case of mutual transfer of staff in Level-1 (erstwhile GP 1800), whether the condition of the prescribed Medical Standard is fulfilled as per RBE No. 99/18 (Sl. No. 139/18).	
(vii)	Whether the declaration from the staff concerned that no request of backtracking from the proposed mutual exchange arrangement under any circumstances, has been taken. [Ref.: RBE No.53/06 (Sl. No. 56/06)].	
(viii)	Whether the condition of belonging to "same category i.e. General with General, SC with SC and ST with ST", laid down in RBE No. 107/07 (Sl. No. 81/07) is fulfilled. This is subject to the relaxation given to the extent in recruitment grade as contained in RBE No.134/07 (Sl. No. 116/07).	
(ix)	Relieving of staff on mutual transfer will be guided under instructions issued vide RBE No. 65/18 (Sl. No.87/18), which provide that all mutual transfer cases (IRMT/IDMT) where NOC has been given by both the Railways/Units i.e. accepting and relieving, both the employees should be spared immediately within a week, without either unit waiting for the reliever. A photocopy of service Record and unvetted LPC should be given to the employee for submission at the new Division. Original Service Records/LPC should also be sent positively within 15 days.	
(x)	Transfer of Sportsperson on mutual exchange will be guided under instructions issued vide para 2(ii) I of RBE No. 23/11 (Sl. No. 21/11).	
(xi)	Mutual transfer may also be permitted between staff in different grades in the recruitment grade of the corresponding cadre not in the intermediate grade, subject to fulfilling the other conditions as well as the conditions laid down in Board's letter dated 26/10/18 (Sl. No. 202/18).	
(xii)	Whether the activity and prescribed timelines laying down in RBE No. 131/17 (Sl. No. 138/17) has been observed in dealing the proposed mutual transfer.	
(xiii)	Approval of the competent authority as per Part-F/MSOP-2018	
(xiv)	Requirement of the Placement Committee has been dispensed with.	
(xv)	Transfer sought on mutual exchange basis is exempted from the condition of a minimum of five years' service [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
(D).	Additional information required for Transfer on Spouse grounds:	
a)	A separate register should be maintained at each Division/Unit and Zonal headquarters for registering requests for transfers from railway servants for posting at the place of posting of their spouses, which may be reviewed from time to time by competent authority.	
b)	If posts are available, the Cadre Controlling authority should strive to post the employee at the station of spouse and in case of inability to do so, specific reasons, may be communicated to the employee.	
c)	The complaints against non-adherence of extant instructions will be decided by authorities at least one level above the authorities which took the original decision when they are below the SAG Level.	
d)	While all out efforts may be made to post the husband and wife at the same station, instructions issued by Board from time to time in regard to request transfer/change of category should be followed in all such cases.	
e)	All cases of transfer on Spouse grounds will be dealt and decided in terms of instructions laid down in RBE No. 23/2010 (Sl. No. 21/2010).	
f)	Transfer sought on Spouse ground is exempted from the condition of a minimum of five years' service [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
g)	Spouse Employment Certification in original and copy of Identity Card issued by the concerned employer.	

Sl. No	Checklist	Page No. Relevant Documents
(E.)	Periodical transfer of Railway employees holding sensitive posts:	
a)	All cases of periodical transfers of railway employees holding sensitive posts will be dealt and decided in terms of instructions issued vide RBE No. 158/15 (Sl. No. 189/15).	
b)	The list of posts in the different departments, which have been identified as sensitive posts for the purpose of periodical transfer, is also available in Master Circular on Transfer No. 24	
(F.)	Additional information required for Transfer of persons with disabilities:	
a)	As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer.	
b)	Preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.	
c)	A Government employee who is a care-giver of dependent daughter/ son/parents/ spouse/brother/sister with Specified Disability, as certified by the certifying authority as a Person with Benchmark Disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act, 2016 may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints. [Ref.: Railway Board's letter dated 06/05/14 (Sl. No. 42/14)]	
d)	However, in the context of the order passed by the Chief Commissioner/Persons with Disabilities to accommodate one employee of E.C. Rly., appointed on PH quota (VH) to E. Rly., on request basis, Hon'ble High Court/Delhi in WP(C) 4301/2018 and CMs 16730 & 16738/2018 has held that petitioners are under no obligation to comply with the order passed by the Commissioner. [Ref.: This office letter No. E.308/Court Cell/Sharing of information/Pt.I dated 29/05/18]	
e)	The condition of a minimum of five years' service is exempted in cases of railway servants who are care-givers to a disabled child and physically handicapped railway servants. [Ref.: RBE No. 12/17 (Sl. No. 15/17)].	
(G)	Any other relevant/specific rule/detail in each case:	

Note: to be scored out, if not applicable.

Signature of Dealing Assistant

EASTERN RAILWAY

No. E. 308/0/Vol. XX

Kolkata, Dated 30.07.2019

ALL CONCERNED

Sub: Check List for processing Disciplinary cases up to Revisionary stage under RS (D&A) Rules, 1968.

It has been noticed that in many disciplinary cases, authorities at different stages (Appeal & Revision) at Headquarters office face difficulty to pass orders due to paucity of relevant information and/or incomplete documents in the concerned disciplinary case file. Resultantly, the cases have to be referred back to the concerned authorities at Divisions/Units for resubmission to Headquarters office after necessary compliance. In the process, cases get unnecessarily delayed.

With a view to streamline and expedite processing of disciplinary cases, it is of utmost importance that all the relevant information with complete legible documents are made available in the disciplinary case file.

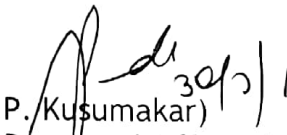
In order to ensure the above, it has been decided that disciplinary cases starting from disciplinary stage up to the stage of Revision should be processed by filling up the Check List enclosed herewith. It is advised that the 10-point guidelines detailed under **NOTES** enclosed as **ANNEXURE** with Check List may please be gone through carefully.

In addition to the existing instructions that disciplinary cases should be processed in consultation with the Personnel Deptt., it is impressed upon that all such cases which require authorities at Headquarters to pass orders in the capacity of Appellate or Revisionary Authority should be forwarded through respective Personnel Department/Establishment Offices of Divisions/Workshops/Units to Appeal Section of this office along with the filled-in Check List duly signed by the respective Personnel Deptt. officers/Establishment officers with the approval of Sr.DPOs/WPOs/Establishment heads, as the case may be.

This issues with the approval of the PCPO.

This circular is available on URL No. <http://www.er.indianrailways.gov.in> under About us → Department → Personnel → CODEs MANUALs & CPO's Serial Circulars → Other Important Letters.

DA: Check List (5 Sheets).


(J.P. Kusumakar)
Dy. Chief Personnel Officer/HQ
for Principal Chief Personnel Officer

Check List for processing Disciplinary cases up to Revisionary stage under RS (D&A) Rules, 1968.
Following data backed by copies of supporting documents should be provided in the case file.

Sl.	Items	Data/Dates with Page nos. of the file and Remarks
A. General Information		
1.	(a) Full name of the Charged Official (Photocopy of SR).	
	(b) Date of Birth. (Photocopy of SR)	
	(c) Date of first appointment. (Photocopy of SR)	
	(d) Post/Designation of first appointment. (Photocopy of SR)	
	(e) Department of first appointment. (Photocopy of SR)	
	(f) Basic Pay & Scale of Pay/Grade Pay/Level of Pay of first appointment. (Photocopy of SR)	
2.	(a) Current designation with department & office. (Photocopy of SR)	
	(b) Date of appointment to the current post. (Photocopy of SR)	
	(c) Basic Pay & Scale of Pay/Grade Pay/Level of Pay in the current post. (Photocopy of SR)	
	(d) Appointing Authority w.r.t. to the above post. (Photocopy of SR).	
	(e) Next lower post with Pay Scale/Pay Band with GP/Level. (Photocopy of SR)	
3.	(a) Copies of sheets of SR containing increments and promotions.	
	(b) Date and stage of next increment.	
4.	(a) Date of Superannuation under age limit.	
	(b) Whether the CO is still in service.	(Yes/No)
	(c) If retired, mode of Retirement (Tick the correct option with date)	Superannuation:
		Voluntary:
		Compulsory:
	(d) Amount of Pension: Provisional or otherwise.	
(e) Gratuity: Withheld or released.		
B. Disciplinary stage		
1.	(a) Complaint/Fact Finding inquiry Report/Primary Investigation Report against the CO, /Joint note in case of violation of safety rules. (Please tick)	
2.	(a) Draft charges from Vig. (1 st stage advice of CVC/Vig), if any	(Major/Minor)
	(b) Vigilance Investigation Report/CBI Report, if any	

Contd...2/-.

3.	(a)	Suspension Order (SF-1), if suspended. (Rule 5 of D&A Rules)	
	(b)	Order for review/subsequent review of Suspension, if any. [Sub rule (6) & (7) of Rule 5 of D&A Rules]	
	(c)	Deemed suspension (SF-2), details thereof	
	(d)	Non-employment certificate submitted by the CO, if any. (SF-3)	
	(e)	If Subsistence Allowance paid, amount thereof. [Rule 1342, R-II]	
	(f)	Subsistence Allowance increased/decreased where suspension period exceed 3 months, amount thereof. [Rule 1342, R-II]	
	(g)	Revocation of suspension. (SF-4)	
4.		Name and Designation of the Disciplinary Authority. DA should be as per Schedule-II of D&A Rules, 1968 and the CO should be under the administrative control of the DA.	
5.	(a)	Nature of chargesheet. (SF-5/SF-11 and SF-11B).	
	(b)	Original chargesheet cancelled & fresh issued, if any - details thereof.	
	(c)	Corrigendum, if any to the chargesheet	
	(d)	Chargesheet and its annexures. (Note 3 below)	
	(e)	Relied Upon Documents, only relevant to the charge memorandum, enclosed with the chargesheet.	
	(f)	Whether chargesheet is issued against retired Railway servant who was under suspension at the time of retirement. (RBE-199/2000)	
6.		Documents not provided with chargesheet, if any.	
7.		Record of delivery of the chargesheet & acknowledgement by the CO.	
8.		Written Statement of defence of the CO on the chargesheet. [Rule 9(7)]	
9.		If inquiry was not held (SF-11B or SF-5), details thereof	
10.		Appointment of Inquiry Officer/Board of Inquiry. (SF-7)	
11.		Fresh appointment order of IO, in case of change of IO, if any, details thereof.	
12.		Appointment of Presenting Officer. (SF-8)	
13.		Forwarding the case file to IO by the DA.	
14.		Nomination of Defence Helper with name, designation & office along with the consent of DH. (Rule 13)	
15.		Preliminary hearing before regular inquiry.	

Contd...3/-.

16.	(a)	Representation of the CO alleging biasness against the IO, if any.	
	(b)	Disposal of above representation by the Revising Authority.	
17.	(a)	Request by CO for permission to inspect documents, if any,	
	(b)	IO's response-acceding to/refusing permission (SF-6) - details thereof.	
18.		Copy of brief of P.O. delivered to CO on completion of inquiry.	
19.		Statement of defence by the CO on completion of inquiry. [Rule 9(19)]	
20.		Inquiry Report with daily order sheets & proceedings.	
21.		If ex-parte proceedings were held, details thereof.	
22.		Memorandum of disagreement with IO's report by the DA, if any.	
23.		Record of delivery of Inquiry Report to CO.	
24.		Representation of CO against Inquiry Report.	
25.		2nd Stage advice of CVC/Vig. (If DA varies with 1st stage advice) if any.	
26.		If DA is not competent to impose penalty, referral to higher authority, if any.	
27.		Reasoned and Speaking Order of the DA with findings on each article of charge.	
28.		Notice Imposing Penalty indicating designation of Appellate Authority, (Note 5 below)	
29.		Record of delivery of DA's Speaking Order and NIP to the CO.	
30.		Order of the DA on Compassionate Allowance in terms of Rule 65 of Railway Services (Pension) Rules, 1993, if any.	
C. Appellate stage			
1.		Appeal against order of DA preferred by the CO to Appellate Authority.	
2.		Para-wise comments of the DA on the appeal submitted by the CO.	
3.		Whether the appeal was submitted within stipulated time.	
4.		Whether the AA has previously dealt the case at any level. [Rule 19(2)(ii)]	
5.		Personal hearing given by AA under Rule 24(1), if any.	
6.		2nd Stage advice of CVC/Vig. (if AA varies with 1st stage advice) if any.	

Contd...4/-.

7.	(a)	Proposal for enhancement of penalty, if any seeking representation from CO. [Rule 22(2)(v)]	
	(b)	Reply of the CO to the above.	
8.		Reasoned and Speaking Order of the AA indicating designation of Revising Authority. (Note 4 & 5 below)	
9.		Informing CO about special provisions for NG staff under Rule 24(2) or 24(3), as the case may be, if applicable.	
10.		Record of delivery of AA's Speaking Order to the CO through DA. (Rule 23)	
D. Revisionary stage			
1.	(a)	Revision undertaken by Revising Authority on its own motion.	(Yes/No)
	(b)	If yes, details regarding compliance of Rule 25 of D&A Rules, 1968.	
2.		Revision Petition against the order of the AA submitted by the CO to the RA.	
3.		Para-wise comments of AA on the Revision Petition submitted by the CO.	
4.		Whether Revision Petition was submitted within stipulated time.	
5.		Whether the RA has previously dealt the case at any level. [Rule 19(2)(ii)]	
6.		2 nd Stage advice of CVC/Vig. (If RA varies with 1 st stage advice) if any.	
7.	(a)	Proposal for enhancement of penalty, if any seeking representation from CO. [Rule 22(2)(v)]	
	(b)	Reply of the CO to the above.	
8.		Reasoned and Speaking Order of the RA. (Note 4 below)	
9.		Record of delivery of RA's Speaking Order to the CO through AA. (Rule 23)	
E. Miscellaneous information.			
1.		Whether CO came on transfer during pendency of the case - details thereof.	
2.		Details of CAT/Court Case and orders of court, if any.	
3.		Action taken under Rule 14, if any (with documents detailed against Notes 9).	
4.		Facts/comments pertinent to the case, not mentioned above.	

NOTES

1. No row of the Check List should be left unfilled; NA or NIL should be mentioned, as the case may be.
2. Office designated to maintain SRs (Personnel branch in most cases) should check that all service related particulars are correctly mentioned in the Check List. DA should ensure that the case is checked and verified before chargesheet is issued.
3. Annexures-I & II of SF-5 should not be identically worded. Annexure-I should contain the specific charge(s) and Annexure-II should contain details of imputation of misconduct including violation of rules/instructions (Refer Para 3 of MC 67). Mentioning of only para numbers of RS (Conduct) Rules, 1966 and their description should be avoided. Rather, violation of relevant RS (Conduct) Rules should be specifically framed in relation to the charge in question and elaboration of relevance of the provisions of the Conduct Rules violated should be made. Sub-rule (i) & (ii) of Rule 3.1 of RS (Conduct) Rules may be carefully mentioned against the same charge - Refer para 4 of RBE No.22/2009.
4. DA/AA/RA should invariably consult Rule 6 of RS (D&A) Rules as amended from time to time and the SR of the CO before imposing/reducing/enhancing penalties.
5. Speaking Orders passed by the DA/AA/RA should be reasoned with details regarding findings against each charge with justification for arriving at the decision.
6. Provisions of Rule 20 & 21 (1) & (2) of RS (D&A) Rules may be spelt out with the NIP issued by the DA and the Speaking Order passed by AA.
7. Rule 11(2) of RS (D&A) Rules should be consulted, if imposition of any minor penalty affects adversely the amount of pensionary benefits of the staff.
8. Miscellaneous information against E of the Check List may be filled up at any stage depending upon when such information becomes pertinent.
9. Against Sl. 3 of Miscellaneous information E, the sub-rule of Rule 14 of RS (D&A) Rules under which disciplinary action has been initiated should be clearly mentioned. For cases initiated under Rule 14(i) of RS (D&A) Rules, following documents should be furnished viz., i) The judgement passed by the Hon'ble Court based on which the case was initiated, ii) Show cause notice issued to the CO, iii) Reply of the CO to the aforesaid show cause notice, iv) Para-wise comments on the factual procedural points raised by the CO in his reply, v) Appeal filed by the CO against conviction, if any & vi) Outcome/present position of appeal along with copy of orders passed thereon, if any. In case, any of the above document(s) is/are not furnished, a mention should be made against Sl. 3 of Miscellaneous information E. If the disciplinary case is initiated under provisions of sub-rule (ii) & (iii) of Rule 14, all relevant documents should be furnished.
10. This check list would continue up to completion of Revisionary stage by filling it up, stage-wise. DA should ensure that upto Sl. 3 of the Appellate stage against C of the check list is filled up before forwarding the case to the AA. Likewise, AA should ensure filling up to Sl. 4 of the Revisionary stage against D of the check list before forwarding the case to the RA. Finally, after the RA passes the order, the custodian of the DA case file, in the respective unit, should complete the Check List by filling it up till its end.

Eastern Railway

No. E.11/0/Pt.V

Dated, 31.07.2019.

ALL CONCERNED

Sub : Check List for Surrender of Post & Creation of Post.

Discrepancies have been noticed in the procedure for Surrender & Creation of Posts which leads to unnecessary delay in finalization of MPP details of E.Rly.

As a guideline for issuing surrender memos & processing creation of posts checklists are hereby enclosed & also uploaded in Eastern Railway website which should scrupulously be followed.

This issues with the approval of the PCPO.

This circular is available on URL No. <http://www.er.indianrailways.gov.in> under About us → Department → Personnel → CODES MANUALS & CPO's Serial Circulars → Other Important Letters.

- DA: 1. Check List for Surrender of Posts(1 sheet)
2. Check List for Creation of Posts (2 sheets)

(J.P.Kusumakar)

31/7/19
Dy Chief Personnel Officer/HQ
for Principal Chief Personnel Officer
Ph. No.24106

Checklist for Surrender of posts

Sl No.	Checklist	Page No. of Relevant documents		Remarks
1	Name of the Unit			
2	Whether Zero based Review of all posts appearing in the BOS and the work load has been assessed in the current year?	Yes	No	
3	Whether any work study is pending against the posts earmarked for surrender	Yes	No	
4	Whether the proposed surrender of Post is due to :-			
	a) work study	Yes	No	
	b) Annual Zero based review	Yes	No	
	c) for any other purpose(if yes pls specify)	Yes	No	
5	Whether proposed post for surrender is Permanent, live & incumbent free	Yes	No	
6	Whether such posts earmarked for surrender will be in lowest grade ? If not please provide justification in Remarks.	Yes	No	
7	Whether the posts proposed for surrender is in DR Quota? If yes provide details of indent placed, if any in Remarks.	Yes	No	
8	In case of surrender of substantive post in the "pool of surrendered posts" against which Supernumerary posts have been created to ensure surplus staff will be re-deployed within 6 months, as per RBE No.127/2016			
9	Whether proposed surrender memo of the identified post reflects the following :- i) Unit ii) Deptt. iii) Bill Unit iv) Designation v) Pay Band vi) Level vii) existing DA rate at the time of proposal . viii) Money value : if required from Vacancy Bank.	Yes	No	
10	Whether the proposal for surrender of post is duly identified & vetted by A/Cs with endorsement of Branch Officer & Personnel Branch Officer	Yes	No	
11	Whether register regarding "Pool of surrendered posts" is maintained, updated & having joint signature of Personnel Branch Officer & Accounts Officer for last financial year	Yes	No	
12	In case of Surrender under work study whether calculation has been made segregating 15% share for Railway Board as per RBE No.- 198/2018(Sl No.- 03/19) Amount to be specified in Remarks Column.	Yes	No	
13	In case of Surrender due to Work study,money value to be credited to Vacancy Bank within 30 days of Approval of the proposal by DRM/CWM/HOD as per CPO's letter no. E.11/o/Pt.III dated 23.5.97			
14	Whether posts surrendered earlier during current financial year from the Unit have been deleted from BOS/Scale check register.	Yes	No	
15	Whether copy endorsed to all concerned including MPP/HQ	Yes	No	
16	Any specific remarks in terms of orders from Court or any other directives relevant to the proposed posts for surrender .			
17	Any other remarks.			

Checklist for Creation of posts

SI No.	Checklist	Page No. of Relevant documents	Remarks
1	Name of the Unit		
2	Proposal in Details	Creation of _____ Other than L-1 & _____ L-1 posts, comprising of _____ safety posts, _____ Non-safety posts	
3	Indicate nature of activity in brief		
4	Whether Creation of post is for New asset / New Activity	Yes/No	
5	If proposal is for New Assets	Whether it is on replacement/Additional Account	
6	Whether Creation of post is for Existing asset	Yes/No	
7	If proposal is for Existing Assets	Whether proposed post has been created earlier or not?	
8	Money value involved for proposed creation	Rs. _____	
9	What will be the source of money for such creation? HQ's Vacancy Bank/ Divnl Pool of surrendered posts/ fresh surrender by unit.		
10	If proposed to be funded by fresh surrender of post then whether vacant posts surrendered has been segregated from BOS and transferred to Vacancy Bank/ Departmentwise "Pool of surrendered posts" if not earmarked for surrender against any workstudy.		
11	If proposed to be funded by fresh surrender of post against which any workstudy is pending then whether 100% money value has been transferred to Head Quarters' Vacancy Bank. If yes, please provide letter/Surrender memo no. with date.		
12	Whether the proposal of creation has the concurrence of local Accounts?	Yes/No	
13	Whether the proposal of creation has been forwarded by DRM/CWM?	Yes/No	
14	Whether the proposal of creation has the consent of Deptatmental PHOD	Yes/No	
15	Who is the Competent Authority to approve -GM/DRM?		
16	A) Existing Sanctioned strength B) Existing On Roll Strength	Provide information as Other than L-1 & _____ L-1 _____ A) _____ B)	
17	Details of Safety vacancies in the unit as a whole (Current position) & action plan on hand to fill up those vacancies.	_____ Other than L-1 & _____ L-1	
18	Details of Non-safety vacancies existing in the Unit(Current position) & action plan on hand to fill up those vacancies.	_____ Other than L-1 & _____ L-1	
19	What is target for reduction in Sanc Strg for the Unit in this financial year?		

SI No.	Checklist	Page No. of Relevant documents	Remarks
20	Whether 1% reduction in Sanctioned Strength as per Corporate objective has been achieved?	Yes/No	
21	Details of surrenders till date in the financial year _____ by the unit		
22	When was the last creation done by the Unit?	DD/MM/YY	
23	How many posts were created last for the Unit?	_____ Other than L-1 & _____ L-1	
24	How was it funded?	Head Quarter's Vacancy Bank/ Divisional Pool of Surrendered posts?	
25	Money value last given by the unit to Head Quarter's Vacancy Bank	Rs. _____ on DD/MM/YY	
26	No. of Posts available against the same Deptt. in Divisional Pool of Surrender.		
27	What is the current Manpower ratio of the said activity centre	_____ Manpower ratio	
28	What is the benchmark for the relevant Activity(if available)	_____ Manpower ratio	
29	What is the IR average for the relevant Activity Centre(if available)	_____ IR Manpower ratio	
30	Yardstick existing for this activity according to which posts are proposed to be created.		
31	Net addition to output to be indicated if these posts will be created as proposed		
32	How many workstudies are pending for the said department of the Unit		
33	Brief justification for the additional Manpower taking into consideration of :- a) Economies of Scale b) Upgradation of technology c) Change in practices		
34	Have any posts been created to manage the requirement? Work Charged posts or otherwise, redeployment etc may be indicated		
35	Whether this creation is according to percentage distribution of posts in the cadre?	Yes/No	
36	Any specific remarks in terms of orders from Court regarding proposed posts		
37	Any other relevant remarks		

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).

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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Part –I (Service particulars)		
(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 th 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	
Part-II (Details of Family Members/Dependent Relatives)		
(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	
Part-III (Establishment Process)		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
Part-IV (Settlement Process)			
(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	
(A)	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:		
(1)	Forms to be filled in as per revised Pension Booklet:	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.	
(2)	Other Formalities:		
(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 Sl 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 Sl. No. 159/18) have been kept in view.	Yes	No
(B)	Payment of Award & Family Pension under RS(Extraordinary Pension) Rules, 1993, as amended from time to time:		
(1)	Forms to be filled in as per RS(Extraordinary Pension) Rules, 1993 as amended from time to time:	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"		
(2)	Constant Attendant Allowance (CCA):		
	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 Sl. Nos. 105/17 & 179/17].		
(3)	Related Information :		
(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 (Sl. No. 67/18) should be kept in view.		
(C)	Payment of settlement dues in Death Cases:		
(1)	Forms to be filled in:	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		
(2)	Other Formalities:		
(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
(3)	Other Conditions for Sanction of Family Pension for Widowed/Divorced /Unmarried Daughter :		
(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 (Sl. No. 110/17)]		
(c)	Annual Certificate 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.	
(4)	Missing Person:	
	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)	
(5)	Employee covered under NPS:	
	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	
Part-V (Sanctioning /Competent Authority)		
(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/ADRMs/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.	
Part-VI (Time Schedule for completion the process)		
(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 th 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

Signature of Estt. Dealing Official

Signature of Settlement Dealing Official

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

No.E.368/0/ACP/Pt.IV

Kolkata, Dated: 26/05/2020

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: Grant of financial upgradation under MACP Scheme - Checklist.

The matter regarding issuance of the Checklist on MACPS has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist on MACPS 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 the cases for grant of financial upgradation under MACP Scheme.

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.


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

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

DA: As above.


Dy. Chief Personnel Officer/Gaz.

Checklist for processing the grant of financial upgradation under MACP Scheme

Tick the relevant portion	1 st MACP ☐	2 nd MACP ☐	3 rd MACP ☐	Due Date of MACP
------------------------------	--	--	--	--

1.	Name of employee	
2.	Designation	
3.	Present post held with Level (Substantive/ Ad hoc)	
4.	Indicate the Level of the next normal promotion in the Pay Matrix as per AVC	
(General Details)		
4.	Date of appointments in various Grades/Levels (Regular)	
5.	(a) First Appointment	
	Date of Appointment to the post	
	Mode of Appointment	
	Grade/Level of the post	
	Whether initial training prescribed or not. If prescribed, duration of training	
	Whether prescribed initial training period was curtailed on administrative exigency. If so, the date of joining the working post after such curtailment	Yes/No
	Date of joining on working post in the entry grade. If initial training is prescribed, date of joining in the working post after completion of initial training	
	In case of Casual Labour & Substitutes, date of attaining TS followed by regular absorption	
	Date of confirmation on completion of prescribed probation period of two years.	
	Date of completion of 10/20/30 years of regular service from the entry grade/level or 10 years in a grade/level, as the case may be	
	(b) Mode of appointment in the present Grade/Level (Promotion, including LDCE/ Surplus/Transfer/ Change of category/Medically decategorisation/GDCE)	
	(c) Details of promotion earned/Financial upgradation under ACPs/MACPS granted	
	Date of 1 st regular promotion in the grade/level (in case of 2 nd MACP)	
	Date of grant of 1 st ACP/MACP in the grade/level (in case of 2 nd MACP)	
	Date of 2 nd regular promotion in the grade/level (in case of 3 rd MACP)	
	Date of grant of 2 nd ACP/MACP in the grade/level (in case of 3 rd MACP)	
	Date of 3 rd regular promotion in the grade/level	
6.	Whether the employee had been debarred for promotion/refuse regular promotion, If so, number of times with details	Yes/No
7.	Period of punishment, if any, as result of disciplinary proceedings under DAR.	
8.	Whether granted any In-situ promotion/time bound promotion in past. If so, details thereof.	Yes/No
9.	Period of Break in service under various rules, if any. If so, details thereof.	
10.	Details of period of EOL, if any, without MC, which does not qualify for regular promotion under specific order.	
11.	Whether the employee is free from Vigilance/SPE/DAR on the proposed date.	Yes/No
12.	Whether the employee was found unfit for grant of MACP at the first opportunity. If yes, brief reason thereof.	Yes/No
13.	APARs gradings for the last three years (year-wise) [Benchmark for the APARs for the years 2016-17 and thereafter shall be "Very Good"] {Ref.: Sl. No. 121/19 (RBE No. 86/19)}	P/
14.	Whether all APARs for the reckonable periods are available. If not, reason thereof	
15.	Whether employee was allowed to represent against below grading, if any, for reckonable periods	
16.	Whether approval of the competent authority is taken for processing the MACP benefit. If yes, relevant order.	
17.	Whether the MACP case has been processed as per timeline prescribed under the Scheme. If not, brief reason thereof.	Yes/No

✍:

Other important relevant information		
18.	Whether any past service rendered in a State Government/Statutory Body/ Autonomous body/Public Sector organization, before appointment in the Railways. If yes, details thereof.	Yes/No
19.	Whether the employee came on transfer on reversion under FR 15A. If yes, details as under:	
(a)	Post held by him/her at the time of such transfer	Yes/No
(b)	Grade Pay/Level in the Pay Matrix of the post held	
(c)	Basic Pay at the time of transfer	
(d)	Total period of regular past service rendered in the old Unit reckonable under MACPS	
(e)	whether the employee, in accordance with terms and conditions of transfer on own volition to a lower post, was reverted to the lower Post/Grade from the promoted Post/Pay Level before being relieved for the new Unit/office	Yes/No
(f)	In case of reversion taken place in the new Unit/office, whether the employee was allowed the benefit of pay protection of the erstwhile higher post as per extant instructions on such transfer. If not, reason thereof.	Yes/No
20.	In case the employee is on Deputation, whether he/she has been advised to exercise a fresh option to either draw pay in the level of Pay Matrix attached to the post held by them on deputation or the pay in the pay level admissible to them under the MACPS, whichever is beneficial.	Yes/No
21.	In case of the employee who is holding higher posts purely on adhoc basis and eligible for MACP, whether he/she has been advised that the benefit of MACPS be allowed on reversion to the lower post.	Yes/No
22.	Whether promotions earned/upgradation granted under the MACP Scheme in the past to those grades which are in the same Level in the Pay Matrix due to merger of pay scales/upgradations of posts recommended by the 7 th CPC has been ignored for the purpose of granting upgradations under MACP from the date of issue of the revised RR pertaining to respective cadres.	Yes/No
23.	Whether 50% service in the case of Casual labour and 100% service for Substitute from the date of attaining TS to the date of actual absorption in the post has been taken into reckoning for determining regular service under MACP	Yes/No
24.	Whether Promotions earned in the post carrying same Pay Level in the promotional hierarchy as per Recruitment Rules has been counted while deciding the eligibility under MACPS	Yes/No
25.	Whether the higher Level proposed to be granted under MACPS is not higher than what would be available under normal promotion as per AVC.	Yes/No

Note 1: All relevant information as above is furnished as per entries recorded in SR/other relevant documents and grant of financial upgradation in this case has been processed keeping in view of all extant instructions/clarifications issued from time to time on the subject.

Note 2: Regarding grant of MACP to Nursing staff and person recruited as ASM prior to merger of the post of ASM with SIM in 7th CPC & Section Controllers ignoring the promotion from the post of Station Master, instructions contained in Sl. Nos. 120/18 (RBE No. 87/18) and 92/18, followed by 29/2020 (RBE No. 26/2020) & 147/18 (RBE No. 96/18) respectively, have been kept in view.

Note 3: At the time of issue of Office Order, the employee is to be allowed to exercise option as per Paras 4(iii) & 7 of annexure to RBE No. 16/2020 circulated under SL No. 16/2020, as the case may be. Further, actual increase of pay under MACP is subject to vetting of associated Accounts.

26.	Whether all material information relating to the employee was placed before the MACP Committee along with all relevant instructions on the subject.	Yes/No
27.	Recommendations of the Screening Committee	P/

Signature of Dealing Assistant with Date

Countersignature of the Concerned Staff Officer with date

[Handwritten signature]

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.**

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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Part -I (Service particulars)			
(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 th 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.		
Part-II (Details of Family Members/Dependent Relatives)			
(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		
Part-III (Establishment Process)		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 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
Part-IV (Settlement Process)			
(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	
(A)	Payment of settlement dues – Superannuation (on attaining the age of 60 years)		
(1)	Forms to be filled:	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/
(2)	Other Formalities:	
(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)	Benefits on Death or Discharge on account of Invalidation/Disability	
(I)	Retirement from Railway service on invalidation not attributable to Rly. Duty:	
(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/
(II)	Death in service not attributable to Railway service:	
(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/
(III)	Discharge from Railway service due to disease/injury attributable to Rly. Service:	
(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/
(IV)	Death in service attributable to Railway service :	
(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/
(V)	Voluntary Retirement:	
(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, SI. 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 SI. No. 97/2013	P/
(d)	Authorization of withdrawals under NPS, to be done as per guidelines contained in RBA No. 5/2019, SI. No. 228/2019)	P/
(V)	Other relevant important formalities/provisions:	
(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)	Sanctioning /Competent Authority	
	As per Sl. No. 45 of Part-F (Non-Gazetted) of MSOP-18	
(VII)	Time Schedule for completion the process	
The process should be initiated six months before the date of superannuation and the whole process should be completed not later than 15 th 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.		

Signature of Estt. Dealing Official

Signature of Settlement Dealing Official

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

No.E.1023/0/Pt.X

Kolkata, Dated: 06/08/2020

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: Promotion - Checklist.

The matter regarding issuance of the Checklist on promotion has been under consideration of this office. After detailed deliberations and with the approval of the competent authority, a checklist on Promotion (both Selection and Non-Selection procedure) 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 the cases for approval of the competent authority.

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.

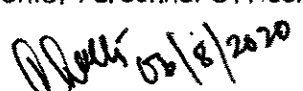
Any feed back in this regard will be appreciated.

DA: As above.


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

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

DA: As above.


Chief Personnel Officer/G


Checklist for obtaining approval of the competent authority for making promotion within Group 'C'

Selection ☐ Non-Selection ☐

(A) General Details:		
1.	Nomenclature & Level of the post	
2.	Nature of the post (Safety or non-safety post)	
3.	Classification of the post (General/Selection/Non-selection/ Trade test)	
4.	Nature of Selection i.e. whether it is cadre selection or general selection	
5.	Mode of filling up of the post [written test and/or viva-voce/Modified method based on benchmark/Suitability test through scrutiny of SR &APAR or written test/Trade test] {Ref. sl. No. 155/2009 & relevant RR}	
6.	Date of last selection/suitability test/trade test for filling up the post	
7.	Details of Pre-promotional Courses as per 227 of IREM, Vol.I.	
(a)	Whether passing prescribed promotional courses is as pre-requisite condition for promotion to the post.	Yes/No
(b)	If yes, date of booking of promotional course	
(c)	Date of passing the prescribed promotional course	
8.	Whether pre-promotional training for SC/ST, wherever relevant, is imparted as per extant instructions	Yes/No
9.	In case of Selection, whether it is made as per selection calendar	Yes/No
10.	Whether any ban is imposed for filling the post	Yes/No
11.	Whether any court case is pending in the competent court of law	Yes/No
12.	Date of written/suitability test, including trade test	
13.	Date of viva-voce, if any, followed by written test	
14.	Date of Supplementary Selection/Suitability Test as per Para 223 of IREM, Vol.I, if any	
15.	Whether guidelines for providing various facilities including allowing scribes to person with disabilities at the time of departmental examination have been followed.	Yes/No
16.	Date of Stenography skill test for filling up of Stenographers as per Sl. No. 172/2015 for conducting.	
17.	Date of Aptitude test in selection/suitability test, wherever applicable as per procedure laid down in Sl. No. 20/2019.	
18.	In case of safety category of post, whether any dispensation for conduction selection within six month has been taken. If yes, approval of GM	Yes/No
19.	Whether Model questions as per Sl. No. 240/2018 are uploaded	Yes/No
(B) Procedural details:		
(1) Assessment of vacancies:		
1.	Date of initiation of selection/suitability process {one year or 15 months, as the case may be}	
2.	Sanctioned strength of the post as on cut-off date	
3.	On-Roll as on cut-off date	
4.	Cut-off date for assessment of notified vacancy	
5.	Existing vacancies as on cut-off date {Separately higher grade vacancies/resultant vacancies}	
6.	Anticipated vacancies as on cut-off date [as per Para 214(c)(ii) for non-selection procedure, including Trade test and Para 215(f)(i)&(ii) for selection within cadre of IREM, Vol.I]	
7.	Vacancies, if any, reserved for person placed under sealed cover w.r.t. the last selection/suitability test or due to court order	
8.	Communal break-up as per extant guidelines, duly vetted by respective RP/Cells	
9.	Approval of Competent authority towards assessment of notified vacancies separately for PRQ, LDCE/IAQ & DR, including GDCE, if any as per relevant RR and diversion of vacancies as per Para 229 of IREM, Vol.I (if any)	
(2) Determination of Zone of consideration/eligibility list :		
1.	Whether eligibility list has been drawn at the ratio of 1:1 in case of Non-selection procedure, including Trade test	Yes/No
2.	Whether seniority list has been updated	Yes/No
3.	In case of Selection (suo-moto), whether zone of consideration has determined at the ration of 1:3 (1:5 for SC/ST in case of non-availability of required SC/ST employees as per extant guidelines)	Yes/No
4.	Whether residency period (normally two years) is satisfied	Yes/No
5.	For general posts, including LDCE, whether zone of consideration has been determined without restriction of 1:3	Yes/No
6.	Whether the name of staff, if any, had refused promotion in the last occasion and thus, debarred for one year as per Para 224 of IREM, Vol.I, has been excluded	Yes/No

7.	While determining zone of consideration/eligibility list whether (a) benefit given to transferred staff for counting the past service in old unit as per Sl. No. 49/2006; (b) successful completion of probation in recruitment/promotion grade and (c) non-inclusion of RPSF/RPF personnel as per Sl. No. 56/16, have been kept in view	Yes/No
8.	Whether the provision of para 214(e) of IREM, Vol.I which provides that an employee who has passed a suitability test once need not be called for the test again, was followed in case of non-selection procedure	Yes/No
9.	Whether the provision of senior becomes eligible if junior to him is considered for selection, is not applicable in case of LDCE, was kept in view while preparing eligibility list for General post/LDCE	Yes/No
10.	In case of general post/LDCE, whether eligibility service/categories required for promotion to the post as laid down in respective RRs, has been taken in consideration	Yes/No
11.	Whether norm/procedure laid down in Sl. No.144/2014 for Unified cadre of Track Maintainer has been followed	Yes/No
12.	Number of persons who have given their unwillingness in case of selection and thus, not to be reckoned for zone of consideration as per Note (1) below Para 215(e) of IREM, Vol.I	
13.	Whether guidelines for eligibility criterion contained in Sl. No. 188/2015 has been followed for promotion from Level-1 to Level-2 against 16-2/3% quota	Yes/No
14.	Whether eligibility of staff has been decided as per extant guidelines which provide that only the staff in the grade lower than the grade for which selection/LDCE is being held are eligible to appear in the selection.	Yes/No
15.	Whether any relaxation of residency period for the administrative exigency is obtained and kept in view for determination of zone of consideration/eligibility list	Yes/No
16.	Whether stand-by list to cater the unwilling staff in case of selection/LDCE has been prepared	Yes/No
17.	Whether the eligibility criterion mentioned in Sl. No. 94/14 for promotion to the post of JE against promotional quota and age limit for promotion against IAQ as per Sl. No. 105/2011 has been followed.	Yes/No
(3) Nomination of Selection Board and Officer of appropriate grade for Suitability test:		
1.	Approval of competent authority for constitution of Selection Board as per as per 218 of IREM, Vol.I for selection/LDCE.	
2.	Nomination of officer(s) at the appropriate level for modified procedure/suitability test including promotion to the category of Technician Gr.I & Sr. Technician in Artisan cadre	
3.	In case of selection for the post of Instructors (ex-cadre), whether committee has been proposed to be constituted as per Sl. No. 129/2018	
4.	Date of intimation to officers nominated (under sealed cover)	
(4) Notification & allied matter :		
1.	Notification of selection/LDCE and suitability test, including trade test along with eligibility list, incorporation all details regarding eligibility conditions & selection procedure including negative marking for selection/LDCE and preferably indicating the tentative selection schedule	
2.	List of unwilling staff in case of selection/LDCE	
3.	Whether received any representation regarding the eligibility list, if yes, action taken details	
4.	In case of General post/LDCE, whether inter- se seniority amongst eligible candidates has been prepared as per extant guidelines.	
5.	Date of Publication of modified eligibility list, if any.	
6.	Date of written test/suitability test, including trade test	
(5) Other important procedure:		
1.	Whether any delay beyond the reasonable time to conduct the written test/suitability test. If yes, reason thereof.	Yes/No
2.	Whether guidelines laid down Sl. Nos. 115/2019, 150/2019 & 4/2020 for holding selection for the post of Instructors (ex-cadre) have been kept in view.	Yes/No
3.	In case of selection pertaining to ex-cadre post (other than Instructor), whether guidelines contained in Sl. Nos. 217/1999 and 155/2004 are followed.	Yes/No
4.	Whether existing instructions for coding/de-coding and safe custody of answer books after the evaluation as well as selection proceedings is over as contained in Sl. Nos. 131/04 & 75/2010 have been followed.	Yes/No
5.	In case of selection/LDCE, whether panel has been drawn based on Sl. No. 9/2014	Yes/No
6.	Whether extant instructions regarding promotion to lower posts in NTPC categories against 33-1/3 % quota, to Technician Gr.III against qualified quota, to JE against IAQ, as the case may be, have been taken into consideration	Yes/No

7.	Whether type paper Selection Committee has been apprised of the latest guidelines regarding evaluation procedure for selection/suitability test including selection based on 100% objective	Yes/No
8.	Whether extant instructions contained in Sl. No. 96/13 regarding awarding marks for seniority in selection has been followed.	Yes/No
9.	Whether prescribed benchmark of 6 & 8 for promotion to Level-6 & to Level-7 in case of modified selection procedure has been followed.	Yes/No
10.	Whether the instructions of averaging APARs grading contained in Sl. No. 115/13 has been followed, wherever applicable.	Yes/No
11.	Whether two years of residency period for promotion from ALP to Sr.ALP, Goods Guard to Sr. Goods Guard, etc. contained in Sl. No. 44/2015 has been followed.	Yes/No
12.	Whether the scheme of best among the failed candidates pertaining to SC/ST has been followed in selection/LDCE	Yes/No
13.	Whether the instruction regarding conducting of Selection/Suitability Test in Regional Language have been followed.	Yes/No
14.	Whether guidelines for fair and transparent selections as per Sl. No. 59/18 has been ensured.	Yes/No
15.	Whether extant instructions that the answer written in other than opted medium in selection need not be given credit as per Sl. No. 158/19 has been ensured.	Yes/No
16.	Whether person coming under the zone of consideration/eligibility list was undergoing any punishment under DAR or a SF 5 has been issued against him/her or a criminal case is pending, If yes, action as per Sl. No. 25/93 has been initiated.	Yes/No
17.	In case of selection/LDCE, whether panel proposed to be published has been drawn based on merit or merit cum seniority, as the case may be, as per Sl. No. 9/2014	Yes/No
(C) Details on Notification of Panel/Select list		
1.	Whether guidelines meant for Selection Committee as per Sl. Nos. 217/99, 57/05, 25/14, 144/2008 and 104/14 have been apprised of.	Yes/No
2.	Proceedings & recommendations of Selection Board/Assessment Officer	P/

Note 1: After obtaining the approval of competent authority, panel/select list should be notified only after obtaining DAR and SPE/Vigilance clearance. In case of disagreement between the Committee Member and panel approving authority, brief reasons for such disagreement be furnished and will be processing the case to GM as per para 219(k) of IREM, Vol.I.

Note 2: If any procedural discrepancy is noticed in formation of panel/select list after its publication, which leads to cancellation of panel/select list already notified, it should be done with the approval of competent authority as per Para 219(L) of IREM, Vol.I. In case of cancellation of panel/select list already notified, brief reason endorsed by competent authority is required. In the event of its cancellation, Supplementary test is also required to be cancelled.

Note 3: In case of cancellation/modification of selection proceedings after declaration of result, whether due notice has been given to candidates declared selected as per Sl. No. 241/19

Note 4: Promotion order should be issued, incorporating the option clause under FR 22.

Note 5: For ready reference, updated MC Nos. 43 on Trade Test, 37 on promotion of Non-gazetted (Group-C) staff to Non-selection posts, and 31 on Promotion of non-gazetted Group C staff to selection posts circulated under Sl. Nos. 188/19, 201/19 and 263/19 respectively may be referred to.

Signature of Confidential Official

Signature of establishment Dealing Official

Countersignature of Establishment Officer