








SOUTH CENTRAL RAILWAY



CARRIAGE WORKSHOP, LALLAGUDA

HANDOUT FOR VARIOUS TYPES OF SETTLEMENT

-  **Types of Retirements**
-  **Retirement Benefits**
-  **Normal Retirements**
-  **Other than Normal Retirements**
-  **Secondary Family Pension**

TYPES OF RETIREMENT

NORMAL RETIREMENT CASES (NR)

- Superannuation

OTHER THAN NORMAL RETIREMENT CASES (ONR)

- Voluntary
- Death Cases
- Medical Unfit/De-categorise in all category
- Compulsory Retirement
- Permanent absorbed in PSU
- Removal /Dismissal Cases
- Resignation from railway service
- Pre Mature Retirement (Review Cases under 56 J)

BENEFITS UNDER RETIREMENT CASES

Normal Retirement Cases

- Monthly Pension
- Provident Fund
- Retirement Gratuity
- Commutation of Pension (Optional)
- Group Insurance
- Encashment of Leave
- Composite transfer Grant
- RELHS
- Complimentary Passes

Death Cases

- Monthly Family Pension
- Provident Fund
- Death Gratuity
- Deposit Link Insurance
- Group Insurance
- Encashment of Leave
- Composite Transfer Grant
- RELHS
- Widow Complimentary Passes

Removal/Dismissal Cases

- Provident Fund
- Group Insurance
- Compassionate Allowance/Grant (If Sanctioned by DA) compassionate allowance should not exceed 2/3rd of Pension or gratuity or both which would have been admissible to retiree if he had retired on compensation pension
- It is at the discretion of Disciplinary Authority

Resignation Cases

- Provident Fund
- Group Insurance
- Leave encashment (only 50%of Balance LAP, Subject to Maximum of 150 Days)

CALCULATION OF RETIREMENT BENEFIT:

I PENSION CALCULATION

Pension

Pension = Last Basic Pay / 2
(i.e 50% of the last basic pay)

w.e.f 01.01.16

Min. pension = Rs.9,000/-

Max. Pension = Rs. 1,25,000/-

Family pension

• **Ordinary family pension =**

Last Basic pay X 30%

Min = Rs.9,000/- Max = Rs.75,000/-

• **Enhance Family Pension = last basic pay / 2**
(50% of the Basic Pay).

In case of retirement: for the period of 7 years following the date of death or till the deceased employee would reaches the age of 67 years had he survived, whichever period is less.

In case of death : Enhance Family pension for a period of 10 years from the date of death of railway employee or remarriage of spouse whichever is earlier.

II.

GRATUITY

Retirement gratuity

• Last Basic Pay + DA x QS/2
(max. of Rs. 20,00,000/- w.e.f 01.01.16)

Death gratuity

• Last Basic Pay + DA X QS (max. of Rs. 20,00,000/- w.e.f 01.01.16)
Subject to the following Qualifying Service(QS) #

Qualifying Service(QS)

Less than one year Service	2 times of emoluments (Last Pay)
One year to less than 5 year Service	6 times of emoluments (Last Pay)
Five years to less than 11 year	12 times of emoluments(Last Pay)
11 years to less than 20 years	20 times of emoluments(Last Pay)
20 years and plus	Same as net qualifying service subject to a max.33 times and the death gratuity shall in no case exceed 20 Lakhs w.e.f 01.01.16

III. COMMUTATION OF PENSION

Commutation of Pension means : Payment of Lump sum amount in lieu of a portion of pension surrendered voluntarily by the pensioner which is based on the age factor at the next Birthday.

1. It is optional.
2. If opted the Railway servant shall be entitled to commute for lump sum payment of a **fraction not exceeding 40% of Pension.**

**Commuted value = 40% of Pension X 12 X age factor
(as per table prescribed by Railway Board)**

- Commuted portion of pension shall be **restored after 15 years from the date of commutation.**
- **For instance : Those who are Superannuating (at the age of 60years) :**

The commuted value is calculated with the age factor of **f 8.194**, (the factor of age on next birth day ie 61years)

- Commutation of pension is not permissible in case death of the employee.

*This is purely an optional facility provided by the Government to the pensioner.

IV. GIS(GROUP INSURANCE SCHEME)

- Under the CGEGIS Scheme a subscription amount is deducted each month from employee's salary as follows:

Group	Recovery	Insurance cover
A	Rs. 120/-	Rs.1,20,000/-
B	Rs.60/-	Rs.60,000/-
C & D	Rs.30/-	Rs.30,000/-

At the time of the employee's retirement/resignation/death, the subscription amount so recovered is refunded along with the interest as per the table prescribed by the Railway Board annually but after 01.01.17 it is declared quarterly. This is called saving fund amount.

V. LEAVE ENCASHMENT

In case of LAP : Last Basic pay + DA/30 x No. of LAP Days (max 300 days LAP)

*When no sufficient balance of 300 days LAP, then LHAP to the extent balance available will be made good to arrive 300 days
Leave balance with LAP + LHAP shall not exceed 300 days

In case of LHAP Last basic pay + DA/30 X no. of LHAP Days/2 (Max. 300)

VI. PROVIDENT FUND

- Credit balance in PF account of employee is paid plus interest accrued thereon.

MEDICAL FACILITIES

MEDICAL FACILITIES For Retirement/Voluntary Retirement:- A minimum period of 20 years Qualifying service is required for a Railway servant to join the RELHS 1997 (Retired Employees Liberalised HealthScheme'97) and the Railway servant shall exercise his option within three months in advance prior to his retirement to join the Scheme. Henceforth enrolment of RELHS is mandatory for all retiring employees vide Rly. Board's Letter No.2011/H/28/1/RELHS/Court Case dt 31-5-2012.

RELHS (RETIRED EMPLOYEES LIBERALIZED HEALTH SCHEME)

S.No	Levels in Pay Matrix as per 7th CPC	Subscription rate to Join RELHS (in Rs.)
i)	Level 1 to 5	Rs 30,000/-
ii)	Level 6	Rs 54,000/-
iii)	Level 7 to 11	Rs 78,000/-
iv)	Level 12 & above	Rs 1,20,000/-

* Basic Pay or the above amount whichever is less will be recovered

Calculation as detailed above is made and on approval by the Competent Authority, the case is forwarded to Associate Accounts for further processing and grant of all the settlement benefits along with Pension Payment Order as per extant rules.

CHECK LIST TO BE SUBMITTED

Normal Retirement Cases /Voluntary Retirement ('A')

- | | |
|--|---|
| 1. Employee Aadhar Card(Original) | 11. Annexure-VI (Bank's Letter of Authority) |
| 2. Employee Pan Card(Original) | 12. Annexure-VII /Form-6 (Family Declaration) |
| 3. Employee UMID (Original) | 13. Annexure-IX /FORM-2(Commutation) |
| 4. Family Members DOB Certificates/Aadhar Cards/Photo | 14. Annexure-11 (RELHS/Fixed Medical Allowance) |
| 5. Joint Photograph of Employee with their Spouse | 15. Annexure-13 /FORM-4 (Nomination for DCRG) |
| 6. Cancelled Cheque, First Page of Bank Passbook (Nationalised Bank only) | 16. Declaration for Non Accepting Commercial Employment & Non Receipt of Pensioner Benefits) |
| 7. Revenue Stamps -3nos | 17. Application for Health Card |
| 8. Annexure-I (Form-8) Particular to be obtained by the Head of the Office from Retiring Railway Servant. | 18. Employee HRMS ID |
| 9. Annexure-II (Specimen Signature of the retiring employee and Family member) | 19. Concerned SSE HRMS ID |
| 10. Annexure-IV (Joint Photograph of Employee with their Spouse) | 20. Concerned Officer's HRMS |

***Note: Forms mentioned from S.No.8 to 16 are available with WI**

CHECK LIST TO BE SUBMITTED

DEATH CASES ('B')

BY WIDOW/WIDOWER/ CHILDREN OF DECEASED EMPLOYEE

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Death certificate (original) 3 nos. 2. Medical card (original). 3. Identity card (original). 4. Last pay slip (original/Photostat copy). 5. Ration card (Photostat copy). 6. Details of bank account (Photostat copy of front sheet). 7. Photographs- 10 nos. 8. Revenue stamps -10 nos. 9. Aadhar cards of all the family members (Photostat copy). 10. PAN Cards of all the members of family. 11. Birth & Educational certificates of all the children (Photostat copy). 12. Authorisation for effecting outstanding recoveries if any from DCRG 13. Application calming the settlement due by the Beneficiary. 14. Declaration by the SSE/In-charge for certifying the family Member. | <ol style="list-style-type: none"> 15. Receipts CGGIS Legal Heir certificate. 16. Letter of undertaking from Family Pensioner. 17. Form-6 Application of payment of the amount due under CGGIS. 18. Form-9 Thumb & Finger Impressions of Beneficiary (attested by Gazttd Officer) . 20. Form -10 Permanent Address / Bank Details/ Specimen Signature) 21. Form-14 Details of Demised employee & beneficiary 22. Form -19 Application for Family pension from the Family Member. |
|---|--|
- *Note: Forms mentioned from S.No.12 to 21 are available with WI**

FLOW CHART for NORMAL RETIREMENT

Step-1

Role of Superannuating Employee: Employee should verify their Service Record, Leave Accounts & HRMS Details (i.e. Name, Last Pay, and Family Declaration etc) three months prior to his retirement. If any discrepancy are found the same should be brought to the notice of concerned Bill Clerk for rectification

Step-2

Role of Welfare Inspector (WI) : WI will contact the retiring employee and handover the Retirement Forms and assist the employee to fill in the forms and collect the same. (Check list of Forms mentioned at 'A')

Step-3

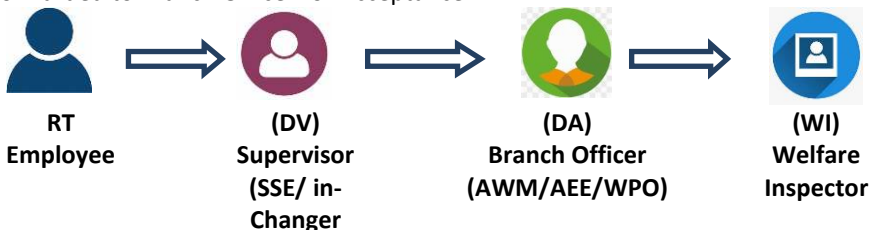
Role of Bill Clerk (HRMS DC): Enter the Summarised Service Details in HRMS under Settlement Module. The Employee's Case is assigned In HRMS to WI.

Step-4

Welfare inspector: Will upload the relevant data along with requisite Documents (i.e Joint Photograph of self & spouse, Cancelled Cheque of the employee, Form – 4 (Nomination of for DCRG....., Signatures of the Employee & Witness in e-Pension Booklet on behalf of Employee and also Assign the Departmental Verification Authority(DV) and Departmental Acceptance Authority(DA)

Step-5

The Superannuating employee will forward the e-Pension Booklet through HRMS to Concerned Supervisor and same will be got verified by the Supervisor and forwarded to Branch Officer for Acceptance.



Step-6

Departmental Acceptance Officer/Branch Officer will forward the e-Pension Booklet to Welfare Inspector for further process.

FLOW CHART for NORMAL RETIREMENT

Step-7

Welfare Inspector will further Assign the Settlement Dealing Clerk (SDC) , Settlement verification Authority (SVA) & Settlement Acceptance Authority (SAA) Roles for pension Calculation under Settlement Module and Forward the Pension Booklet to Settlement Section (SDC) for pension calculation.



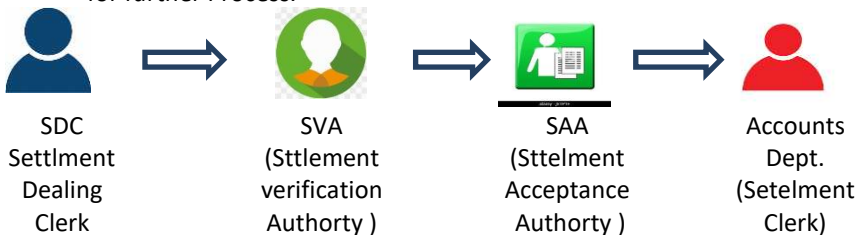
Step-8

Role of Settlement Section:

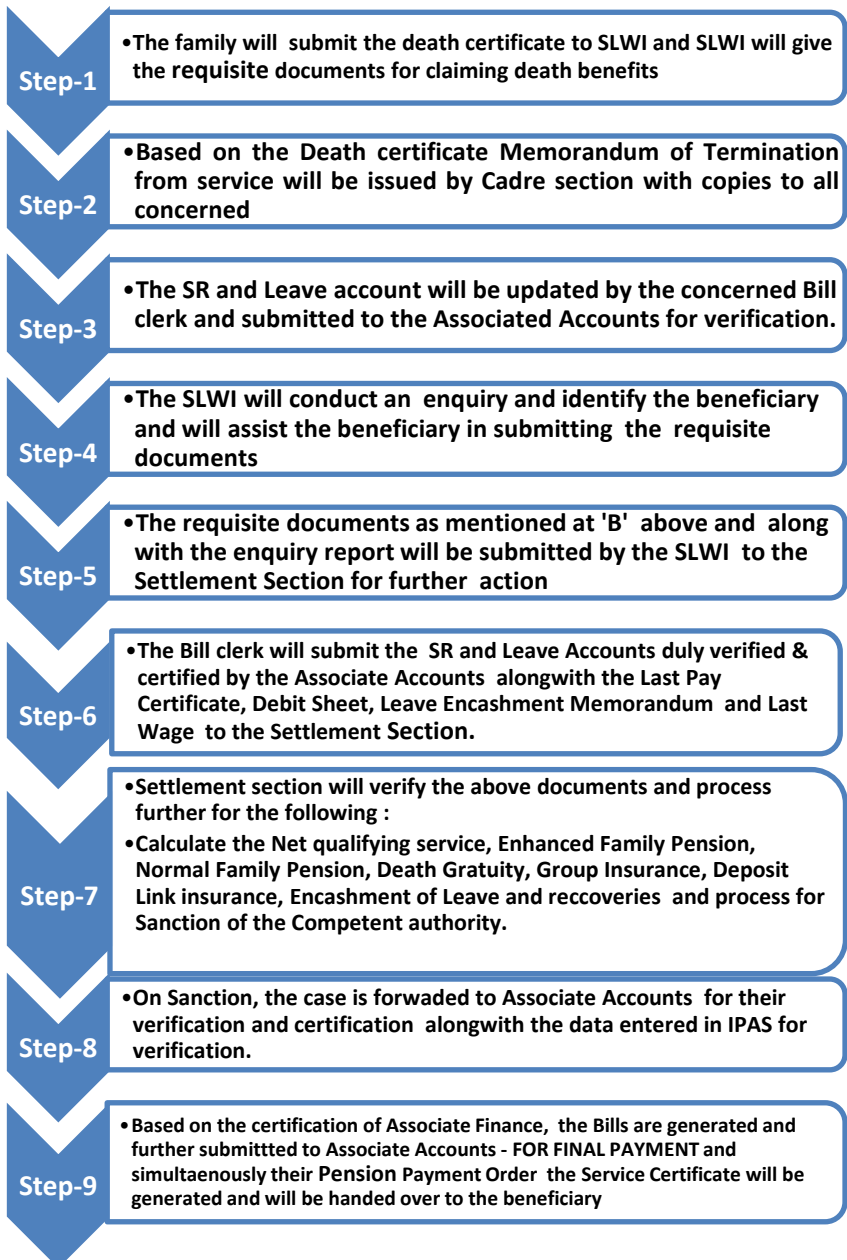
After receiving the hardcopy of the filled in and signed Pension Booklet from superannuating employee, the case is Approved in HRMS

The e- Pension Booklets and summarised Service Record is submitted by the WI & Bill Clerk through HRMS.

- Settlement calculation Sheet is prepared by Settlement Dealing Clerk (SDC) on the basis of information provided by Bill clerk and Employee who is assisted by the WI in forwarding the case.
- The Settlement clerk will ascertain the average pay of last 10 months, CGGIS values, details of recoveries if any and their non-qualifying service if any.
- The Settlement clerk will forward the same to the Settlement Verifying Authority (SVA) who in turn will verify the Calculation Sheets consisting of Pension, Family Pension, Leave Encashment, CGIS, DCRG & Commutation which will be further Accepted by the Competent authority and the case is forwarded to Associate Accounts Department for further Process.



FLOW CHART for OTHER THAN NORMAL RETIREMENT



SECONDARY FAMILY PENSION

CHECK LIST TO BE SUBMITTED

Common documents to be submitted by all applicants for establishing relationship and dependency with ex-employee for examination of the case

1. The applicant should be asked to apply in Form-10 duly signed by two witnesses and countersigned by two Gazetted officers.
2. Pension Payment Order of pensioner/family pensioner
3. Death Certificate of Pensioner/Family Pensioner in case of un-married daughter and divorced daughter & death certificate of spouse in case of widow daughter.
4. Copy of family declaration/old pass of ex-employee while in Railway service is to be accepted. In case of any discrepancy in the name of the claimant/children of the pensioner as per family declaration/old pass and also absence of name in the Form 6 of pension booklet submitted by the employee at the time of retirement, family member certificate from Revenue authorities is advisable.
5. Proof of Date of Birth:- Any of the Educational Certificates in support of Date of Birth T.C etc. is to be accepted and Birth certificate issued by Municipal authorities may also be accepted. In case, the applicant is illiterate an affidavit may be accepted
6. Any proof of identity such as Voter ID/PAN card/AADHAR card etc- (Acceptance of Voter ID & AADHAR card is subject to condition that pensioner/family pensioner certifies that she/he is not matriculate or not having any of the documents mentioned in Form-10
7. Income Certificate. In case, the beneficiaries are self-employed or in receipt of income from sources other than employment, income declaration furnished by the concerned beneficiaries themselves may be accepted for the purpose, in all other cases income certificate from Revenue authorities is to be accepted.. Dependency criteria for the purpose of family pension shall be Rs.9000/- and Dearness Relief thereon (RBE No.22/2012 & RBA No.72/2019)
8. The applicant may be advised to submit stoppage of pension particulars if available with them.

SECONDARY FAMILY PENSION -CHECK LIST TO BE SUBMITTED

9. **Bank Account:-** Mandate form containing all particulars of the bank account or a copy of pass book having all particulars may also be accepted.

10. Passport size/Photograph-04 Nos

11. No objection declarations/ Affidavits from other siblings stating that they have no objection for grant of secondary family pension in favour of applicant individually along with their copies of AADHAR cards.

CERTIFICATE TO BE PROVIDED IN ADDITION TO ABOVE FOR SECONDARY FAMILY PENSION

Un-Married daughter

1. A declaration/Affidavit may be accepted regarding her marital status

Widow daughter

1. Non re-marriage certificate
2. Death certificate of widow's husband and affidavit declaring about non-remarriage
3. Declaration of non-receipt of any other Pension/Income

Divorce Daughter :

a) Divorce decree

Where the divorce petition had been filed by the claimant in a court during the life time of the employee/pensioner, but divorce took place after their death, the family pension will be authorized for payment from the date of divorce SC No 136/2017. Valid customary divorce order/decree issued by the authorised signatory may be accepted.

Minor Children

a) Guardianship certificate is to be submitted in the case of minor children for payment of family pension through guardian.

b) In the case of mentally retarded son or daughter, the family pension shall be payable to a person nominated by the railway servant or the pensioner, as the case may be, and in case no such nomination has been furnished to the Head of Office by such railway servant or pensioner during his lifetime, to the person nominated by the spouse of such railway servant or family pensioner, as the case may be, later on and the guardianship certificate issued under section 14 of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 (44 or 1999) by a local level committee, shall also be accepted for nomination or appointment of guardian for grant of family pension in respect of person(s) suffering from autism, cerebral palsy, mental retardation and multiple disabilities as specified in the said Act. Authority. Extract of Rule 75 of RS(Pension) Rules 1993

Disabled child

Medical Certificate to be Submitted in case of disabled child.

Authority DOP&PW's OM
No.1/18/01-P&PW(E)(Vol.II)
DT.05.11.2015.

The authority competent to issue disability certificate would be any hospital or institution specified as a Medical Authority for the purpose of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, by notification by the Central Government or a State Government or a Union Territory Administration. Authority: Railway Board
Lr.No.F(E)III/2005/PN1/32
dt.24.08.2021.

The authority competent to issue disability certificate is such that he/she is not able to earn his/her livelihood and the same shall be evidenced by the certificate issued by the Competent Medical Authority and to decide whether such ward is eligible for grant of family pension subject to the conditions stipulated in Rule 75 of Railway Services (Pension) Rules, 1993.

FLOW CHART for SECONDARY FAMILY PENSION**Step-1**

- The dependent family member claiming the Secondary Family Pension should submit a formal application for grant of secondary family pension

Step-2

- The claimant will be asked to submit the documents that are required as per the Joint Procedure order and Annexure(List of the documents submitted for grant of secondary family pension) circulated by Board.

Step-3

- After submission of the documents by the claimant the same will be verified with the settlement records to establish the genuineness of the claim

Step-4

- After establishing the facts, SLWI will be nominated to for a discreet enquiry

Step-5

- On ascertaining the report and the facts of the case, the competent authority's approval is sought for sanction of Secondary Family Pension.

Step-6

- The case will be forwarded to Associated Accounts for disbursement of Pension along with all the documents and working sheet prepared in ARPAN Portal, secondary family pension calculation sheet(Annexure-II).

Step-7

- Associate Accounts will advise the CPPC(Centralised Pension Processing centre) to return the original PPO of Late Pensioner/Family Pensioner

Step-8

- On receipt of the Original PPO of Late Pensioner/Family Pensioner, New PPO will be issued to the claimant.