

A GUIDE TO RAILWAYMEN ON RETIREMENT BENEFITS

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FOREWORD

South Western Railway, Bangalore has published a booklet titled 'A Guide Railwaymen on Retirement Benefits' in December 2001. The booklet was adopted by Railway Board after making certain modifications. Since the book published by South Western Railway was exhaustive and useful to retiring Railway officers/employees, it was decided to adopt and issue the booklet to retiring employees of ICF. A modified booklet to suit the ICF requirements is now brought out. While doing so, the material originally published by South Western Railway was retained. In addition, certain suggestions made by Southern Railway have been incorporated.

This booklet takes into account the rules and instructions issued by Railway Board upto 31.1.2002. Suggestions by way of improving the booklet or for additional information are welcome.

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1.ACTION TO BE TAKEN WHILE IN SERVICE

1.1. Normally Railway employees, retire from service on attaining the age

superannuation (at 60 years). Some employees opt for voluntary retirement due various reasons and very few are compulsorily retired from the organization. Unfortunately, there are some cases of death or invalidation on medical grounds while in service. Keeping social security of the employees in view, Railway administration has provided various benefits.

1.2.Nominations :

While in service, every Railway employee must execute nominations in the prescribed forms indicating the names of nominees to whom various final settlement dues like DCRG, PF, GIS etc. are to be paid in the event of death etc. of the employee. It also to be ensured that copies of the nomination executed are available in the service records and also in Accounts department. Similarly, when the employee applies for commutation of pension, he / she has to make a nomination in Form-6 under Rule 67 of Railway Services (Commutation of Pension) Rules, 1993 conferring the right to receive the commuted value in case the employee dies without receiving commuted value on or after the date on which the commutation becomes absolute. These nominations ensure timely payment of settlement dues.

1.3 Planning for retirement:

1.3.1 Normal retirement:

In case the date of birth falls on first of the month, the employee will have to retire on superannuation on the afternoon of the last working day of the preceding month when he/she is deemed to complete 60 years of age. In case the date of birth is other than first of the month, then the employee will retire on the last day of the month of birth.

1.3.2 Voluntary Retirement:

A Railway employee can retire from service voluntarily after rendering 20 years qualifying service by giving notice of not less than three months in writing to the Appointing Authority (Authority: Rule 67 of Railway Services (Pension) Rules, 1993). In such cases, the qualifying service as on the date of intended retirement of the Railway servant shall be increased by the period not exceeding five years subject to the condition that the total qualifying service rendered by him does not in any case exceed thirty three years and it does not take him beyond the date of superannuation. Such a Railway servant is entitled to the benefits of pension and gratuity etc. as applicable to superannuating employee with the actual qualifying service plus weightage as per rules.

1.3.3. Compulsory Retirement:

An employee could be prematurely / compulsorily retired by the administration, in the public interest, after a review of service on attaining the age of 50 years for officers and 55 years for staff or on completion of 30 years qualifying service, by giving

employee 3 months notice or making payment in lieu of notice period. A Railway servant also has a reciprocal right to retire (after three months notice) on completion of the prescribed age/ qualifying service. [Rule 1802 and 1803 R-II and Rule 66 Railway Services (Pension) Rules, 1993.

1.4. Eligibility for benefit of pension for services put in other State/Central Government organization:

1.4.1. Previous service rendered by an employee in other State/ Central Government department may also be counted for total qualifying service for the purpose calculation of pension in the Railways. Before applying for inclusion of previous service, a certificate to this effect has to be obtained from the previous employer indicating therein:

(i) that the employee had applied through proper channel

(ii) consequent on the new appointment he/she has submitted his/her resignation joining the new service and

(iii) he/she was formally relieved by the previous department to join the new service.

1.4.2 As per the latest instructions of Govt. of India (Ministry of Finance), formality of the State Government agreeing to accept the debits for leave salary and pensionary benefits etc. is no longer required. If an employee retires in permanent capacity from the State or Central Government service, the payments are to be made by the department from where employee is retiring, taking into account the entire period of State/Central Government service.

2. ACTION TO BE TAKEN PRIOR TO RETIREMENT

2.1. Mode of Pension payment :

After the employee decides about the place of stay after retirement, he / she should also decide the mode of receipt of pension. Pension can be received through Government treasuries, nationalized banks or post offices. Employee has to furnish Pension account particulars (Joint Account for drawal of pension is permissible). Certain lump sum payments can also be made by postal money order if the employee desires, at his / her expense.

2.2. Withdrawal of PF one year in advance:

In order to enable an employee to plan for future investments, a provision has been made whereby employee can withdraw finally an amount up to 90% of PF balance at credit, at any time during the period of 12 months, preceding the date of superannuation. This facility is available only once and he/she is required to furnish any reasons for such withdrawal.
(Rly. Board Lr.No. F(E) III / 90 / PF-1/12 dt. 5.10.92)

2.3. Photographs:

A retiring employee has to submit 5 passport size joint photographs of himself/herself and that of the spouse for pension. In the case of Officers, one stamp-size photo to be submitted for issuing photo identity Card. One copy of the joint photograph of self and all eligible family members including unemployed sons age years should be submitted for medical identity card. Similarly, two sets of individual photographs of self eligible family members for the purpose of Identity Card for Post-Retirement Complimentary passes should also be submitted.

2.4. Permanent Residential Address.

Employee has to furnish the details of permanent residential address where he/she intends to settle at retirement for purpose of communication of information, if any.

2.5. Family details:

Employee has to furnish details of family members along with date of birth and identification marks in form given at Annexure-III of this booklet.

2.6. Apart from the above, following self-checks will enable early payment of retirement dues.

1. Whether the PF account is complete. If employee has been transferred on more than one occasion the details of deductions from all units must have been sent to the unit from where he / she is retiring.
2. Whether leave account is updated with all credits and debits.
3. Whether periods of break in service, if any, have been regularized.
4. Whether Service Register is complete in all respects.
5. Whether nomination has been executed for PF / GIS and Gratuity.
6. Whether the nomination is current and doesn't need any change.
7. Whether govt. accommodation is vacated in time.
8. Whether any DAR case is pending.
9. Whether Metal Pass (in case of officers)/Duty Card Pass issued by the administration are surrendered.
10. Whether any period of suspension remains to be regularised.

Employee's co-operation with the head of office is vital to ensure timely settlement of dues.

2.7. List of forms to be filled (see section 8 for details) :

Annexure No.	Form No.	Purpose of form
Annexure I	Form No.8	Particulars to be obtained by the Head of office of the railway servant 8 months before the date of retirement (Rule 79(1) and 81(1) of RSPR 1993)
Annexure II	Form No.2	Application for commutation of pension without medical examination (Rule 6(2), 13, 14 (3) & 18 (3) of RSPR, 1993)
Annexure III	Form 6	Statement showing the details of the members of the family for the purpose of family pension. (Rule 75 (15) (a) of RSPR 1993)
Annexure IV		Form for specimen signature of the applicant and spouse.
Annexure V		Form for joint / single photograph – the employee should affix the joint photo with his / her spouse. If widow or widower his/her photo to be affixed and proper identification marks to be recorded.
Annexure VI		Thumb and finger impression of the applicant (required only in case of illiterate staff)
Annexure VII		Permanent address and mode of payment
Annexure VIII		Letter of authority and undertaking for drawal of pension through public sector bank.
Annexure IX		Nomination form for payment of arrears of pension. (Form Lr.No. F(E) III / 83 / PN / 1 / 25 dt. 21.11.83)
Annexure X		Form for nomination for value of commutation (Rule 8 of (Commutation of pension) Rules, 1993)

Annexure XI	Form No.4	Nomination for DCRG (Rule 74 (i) of RSPR 1993)
Annexure XII		Payee's letter of authority.
Annexure XIII		Consent for issuing medical identity card
Annexure XIV		Application for post retirement passes
Annexure XV		Undertaking and option form

3.1. BENEFITS UNDER NORMAL / VOLUNTARY RETIREMENT

1. Balance in employee's Provident fund account.
2. Monthly pension
3. Commutation of pension (commuted portion of pension will be restored after 15 years).
4. Retirement gratuity
5. Group Insurance (saving fund value with interest)
6. Cash equivalent of unutilized LAP.
7. Composite Transfer grant
8. Kit Pass & Settlement Pass
9. Post Retirement Passes
10. Medical facilities under RELHS 1997.
11. Retention of quarters
12. Benefit of staying in holiday homes/officers' rest houses.

3.2 BENEFITS TO FAMILY IN CASES OF DEATH OF EMPLOYEE WHILE IN SERVICE

1. Balance in employee's Provident fund account
2. Monthly family pension
3. Deposit linked insurance
4. Death gratuity
5. Group Insurance (full insurance value + saving fund value with interest)
6. Cash equivalent of unutilised LAP.
7. Composite Transfer grant
8. Kit Pass/ Settlement Pass.
9. Widow Passes
10. Medical facilities
11. Retention of quarters
12. Appointment on Compassionate Grounds

4.RETIREMENT BENEFITS

4.1. RETIREMENT GRATUITY

This is a lumpsum payment granted to a Railway servant or his/her nominee on his/her retirement or medical invalidation.

4.1.1. How retirement gratuity is calculated under pension scheme?

Railway employee who has completed 5 years of qualifying service is entitled for retirement gratuity @ fourth of his emoluments for each completed 6 monthly period of qualifying service subject to a maximum of 16½ times of monthly emoluments. Maximum retirement gratuity payable is Rs. 3.5 lakhs. The entire gratuity will be withheld in case the employee does not vacate the Railway accommodation provided to him.

Calculation formula:

$$\text{Retirement Gratuity} = (\text{Basic pay} + \text{DA}) \times \frac{\text{Qualifying Service}}{2}$$

Illustration : If an employee is retiring with 33 years qualifying service and his Basic Pay is Rs.6050 in Rs. 5000-8000, current DA @ 45% (as on 1.12.2001) @ Rs. 2723/-

$$\text{Retirement Gratuity} = (6050 + 2723) \times 33/2$$

$$= 8773 \times 16.5 = 144754.5 = \text{Rs.}1,44,755/-$$

4.1.2. Interest on delayed payment of DCRG :

In terms of Rule 87 of Railway Services (Pension) Rules, 1993, if the payment of gratuity has been authorized after three months from the date when its payment became due on superannuation and it is clearly established that the delay in payment was attributable to administrative lapse, interest at such rates as may be prescribed from time to time by the Central Govt. in this behalf on the amount of gratuity in respect of period beyond 3 months shall be paid provided the delay in payment was not caused on account of failure on the part of the Railway servant to comply with the procedure laid down in the Rules. GMs are empowered to grant interest on delayed payment of gratuity.

In cases, where DCRG is withheld in view of pendency of major penalty proceedings, if the employee is exonerated, the gratuity would be deemed to have fallen due on the date following the date of retirement for the purpose of payment of interest. This benefit is not admissible to cases where proceedings are dropped consequent on the death of employee.

(Authority: F(E) III/79/PN1/15 dated 25.5.1993).

4.1.3. Nomination :

If the employee has a family, he/she can nominate only the family members to receive the DCRG. For this purpose, he/she can make a nomination in Form No. 4 (Annexure XI) to the head of office. If the employee intends to nominate more than one person, he/she should indicate the percentage of shares to be paid to each nominee. If the employee has no family, he/she can make a nomination in favour of a person or persons or a body of individuals, whether incorporated or not.

(Authority : Rule 74 of RSPR, 1993)

4.1.4. Service gratuity :

It is a lumpsum payment admissible to a Railway employee who retires from service before completion of 5 years of qualifying service. The amount payable shall be calculated @ half month's basic pay for each completed 6 months period of service. It is granted in lieu of pension. Service gratuity is in addition to retirement gratuity admissible to those who have completed 5 years of qualifying service. Emoluments payable for the purpose of Service Gratuity will also include D.A.

Illustration :

If an employee's basic pay is Rs.5000/- and he has completed 4 years of service before superannuation, he is eligible as under

$$\begin{aligned} \text{Service Gratuity} &= \frac{(5000 + \text{DA @ 45\% Rs.2250})}{2} \times 8 = 3625 \times 8 \\ &= \text{Rs.29,000/-} \end{aligned}$$

4.1.5. Terminal Gratuity:

A temporary Railway employee who retires on superannuation or on being declared as permanently incapacitated for further Railway Service by the appropriate medical authority, after having rendered temporary service of not less than 10 years, shall be eligible for grant of superannuation/invalid pension retirement gratuity and family pension at the same scale as applicable to permanent employees.

A temporary employee who seeks voluntary retirement after completion of 20 years of service shall be eligible for retirement pension and gratuity as admissible to permanent employees.

In the event of death of temporary Railway servant, his family shall be eligible for Family Pension and Death Gratuity on the same scale as admissible to permanent Railway servant.

(Authority : Rule 18 of RSPR 1993)

4.1.6. Compassionate allowance :

A Railway employee who is dismissed or removed from service shall forfeit his / her pension and gratuity. However, in deserving cases, the authority which has removed or dismissed a Railway employee, may sanction a compassionate allowance not exceeding 2/3rd of pension (subject to a minimum of Rs.1275/ gratuity or both which would have been admissible to the employee, if he / she had retired on compassionate pension.

(Authority : Rule 65 of RSPR 1993)

4.1.7. Recoveries from gratuity :

Government dues, if any, could be recovered from the retirement gratuity or Death gratuity of an employee even without obtaining his/her consent and in the case of a deceased employee, without obtaining consent from the members of his/her family.

(Authority : Rule 15 of RSPR 1993)

4.2. PROVIDENT FUND :

This is paid to the employee at the time of retirement being his / her own contribution. The employee exercises nomination to avoid delay in settlement in the event of his/her unfortunate death. He/she nominates one or more persons for receiving the PF amount. In case, he/she nominates more than one person, percentage of shares to be paid to each should also be indicated.

(Authority: Rule 941 R-I).

4.3. LEAVE ENCASHMENT : ___

Leave salary is a lumpsum one time payment for the unavailed leave at credit at the time of retirement or death. This is limited to a maximum of 300 days of LAP.

$$\text{Leave Salary} = \frac{(\text{Pay} + \text{DA})}{30} \times \text{No. of days of LAP at Credit}$$

(Authority : Para 550 of Indian Railway Establishment Code, Volume I)

Illustration : If an employee is retiring with Basic pay of Rs.6050 in scale Rs. 5000-8000 and DA @ 45% on 1.12.2001) and 300 days LAP at credit.

$$(\text{Rs.6050} + 2,723) \times 300 = \text{Rs. 87,729.99} = \text{Rs.87,730/-}$$

Employees resigning may be granted cash equivalent of unutilised LAP to the extent of 50% of leave at subject to a maximum of 150 days.

4.4.CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME :

Group Insurance Scheme came into effect from 01.01.1982. It has become compulsory for the employees joined Railway service after 01.11.1980. The rates of subscription per month shall be Rs. 15 for Group D, 30/- for Group C, Rs.60/- for Group B and Rs. 120/- for Group A. The employee joining service shall be enrolled as a member of the scheme on the next anniversary of the scheme i.e. 1st January of the year following the year of joining Railway service.

The subscription is partly credited to an insurance fund and partly to a savings fund. From the Insurance fund, an amount of Rs. 15,000/-, Rs.30,000/-, Rs. 60,000/- and Rs. 1, 20,000/- respectively is payable to families of Group D, C, B and A in the event of death of the Railway employee while in service.

From the savings fund, an amount equal to the portion of subscription credited to the fund together with interest thereon will be returned to the employee on cessation of their employment. In cases of death, a portion from the Insurance amount, the family will also be paid Savings Fund accumulation as mentioned above.

In the event of promotion of an employee from one group to another, the subscription at the higher rate shall be recovered from 1st of January of the year following the year of promotion. Upto 31st December of the year of promotion, the employee shall continue to be covered by the insurance scheme as applicable to the group before promotion. Higher rate of subscription will be recovered even if the employee is reverted. The subscription is apportioned between insurance fund and savings fund @ 30% and 70% respectively, in effect from 1.1.1988. No loans and advances shall be payable to any employee.

(Authority : Railway Board's Lr.No. PC III / 86 / GIS / 4 dt. 16.2.1988 and PC III/89/GIS/1 dated 19.9.1989)

4.5. PENSION

4.5.1. Definition:

This is a monthly payment made to the Railway employees consequent upon their retirement with qualifying service of not less than ten years. The amount of pension depends upon the qualifying service rendered by the employee and the average emoluments received.

4.5.2. Qualifying Service:

Qualifying service means the service rendered by the employee while on duty or otherwise, which shall be taken in to account for the purpose of pension and gratuities. The maximum qualifying service for reckonable pension / DGRG is 33 years.

The following will constitute qualifying service viz:

- a) service under state/ central Govt. followed without any interruption by appointment on Railways following the rules.
- b) All kinds of leave with pay.
- c) Period of deputation to other Central/State Government or Public Sector Undertakings. In the case of PSUs, only if Foreign Service Contribution is paid, such service can be counted.
- d) Training period.
- e) Joining time.
- f) Extraordinary leave taken on medical grounds.
- g) Military service rendered before employment in Railways subject to conditions stipulated in this regard.
- h) 50% of the casual labour service rendered after attaining temporary status (to be restricted from 1.1.1981 in the case of open line casual labour and from 1.1.1981 in the case of project casual labour).
- i) Substitute service – on completion of 3 months in case of teachers and 4 months in other cases provided that such service is followed by absorption in regular service without any break.

In case of voluntary retirement, weightage of service upto 5 years will be added to the qualifying service provided that:

- a) the total qualifying service including weightage does not exceed 33 years.
- b) the period does not go beyond the date of normal retirement.
- c) the weightage is to be taken only for the purpose of reckoning qualifying service for pension and not confer any other benefits like notional increase in pay etc. However, it will count towards post-retirement passes.

The following will not qualify for pension:

- a) Extraordinary leave taken otherwise than on medical grounds
- b) service rendered before attaining the age of 18 years.
- c) Period of unauthorised absence.
- d) Suspension, if not regularised.
- e) Dies – non.
- f) period of foreign service where Foreign Service Contribution is not paid.

ROUNDING OF QUALIFYING SERVICE

Less than 3 months- Ignored

More than 3 months but less than 9 months- ½ year

More than 9 months – One year.

Illustration :

Qualifying service			Equivalent to year	Equivalent to six monthly periods
Year	Month	Day		
15	2	28	15	30
15	5	08	15-1/2	31
15	9	08	16	32

(Authority: Chapter III of RSPR 1993)

(However, such rounding off service is not admissible while computing service for entitlement to Retirement Complimentary passes).

Illustration :

Qualifying Service = Total service – non-qualifying service

For an employee whose date of appointment is 05.08.1966 and date of retirement is 31.12.2001 (date of birth being 08.12.1941)

Non-qualifying service = 1970 – 28 days unauthorized absence

1975 – 15 days unauthorized absence

1980 - 17 days unauthorized absence

60 days or 2 months

Total service (Date of retirement – Date of appointment)

D M Y

31.12 .2001 (DOR)

05. 08.1966 (DOA)

26 04 35

02 (NQS)

26.02. 35

Since Q.S. is more than 33 years, it is restricted to

33 years for calculation

4.5.3 EMOLUMENTS (for purpose of Gratuity):

Emoluments will mean Basic Pay (including Stagnation Increment) + D.A. drawn immediately before retirement or on the date of death of an employee and will also include non-practising allowance and ch. allowance. In the case of running staff, 55% of basic pay will be taken into account. In the case of employee under suspension or absent on extraordinary leave (not counting as service) immediately before retirement or death in service, the emoluments will be what he/she drew immediately before proceeding on such leave being placed under suspension (Rule 49 RSPR, 1993).

4.5.4. Average emoluments (for pension):

Average emoluments shall be determined with reference to the emoluments drawn by a Railway servant during the last ten months of his/her service. In case of running staff, 55% of pay representing running allowance will be taken into account for the purpose of calculation of average emoluments.

If during the last 10 months of service, a Railway servant had been absent from duty or on extraordinary leave or had been under suspension, the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of average emoluments and equal period of 10 months shall be included. (Rule 50 of RSPR, 1993).

Illustration :

Basic pay of an employee = Rs. 5,000 with effect from 01.06.2000
Rs. 5,150 with effect from 01.06.2001

If the employee is due for retirement on 31.12.2001, his average emoluments will be as under :

Emoluments drawn for the period 01.03.2001 to 31.12.2001

01.03.2001 to 31.05.2001 = Rs.5,000 x 3 = Rs. 15,000
01.06.2001 to 31.12.2001 = Rs.5,150 x 7 = Rs. 36,050
Rs. 51,050

Therefore, average emolument would be Rs. 51,050/10
= Rs.5,105/-.

4.5.5. How pension is calculated :

Pension shall be calculated at 50% of average emoluments subject to a minimum of 50% of minimum of pay scale held by the employee at the time of retirement (who have rendered not less than 33 year qualifying service) subject to a minimum pension of Rs. 1275/- per month. Ceiling of pension will be 50% of the highest pay in Government. In the case of those who have rendered less than 33 years of qualifying service, the pension shall be calculated proportionate to the length of service as per the following formula:

Pension = $\frac{\text{Last 10 months average emoluments} \times \text{Qualifying service}}{2 \times 33}$

Illustration:

If the average emolument of an employee during last 10 months is 5000 and qualifying service is 33 years.

Pension = $\frac{5000}{2}$ = Rs.2,500/- + Relief

If the average emoluments of an employee during last 10 months is Rs.5000 and qualifying service is 22 years

Pension = $\frac{5000 \times 22}{2 \times 33}$ = Rs. 1666.67 = Rs. 1,667/- + Relief

Note: If total service is (say) 37 years, qualifying service will be restricted to 33 years. While arriving at amount of pension, fraction of rupee will be rounded off to next rupee.

4.5.6. Who are eligible for pension?

a) Permanent employees who retire on superannuation/ voluntary retirement or are retired having a qualifying service of not less than 10 years.

- b) Temporary employees who retire on superannuation or invalidation after qualifying service of not less than 10 years or who retire voluntarily after a qualifying service of 20 years or more.

4.5.7. Nomination for receiving the arrears of pension:

Employee can nominate the beneficiary for receiving his / her arrears of pension, if any, at the time submitting his / her final settlement papers subject to certain specific conditions (Annexure IX).

4.5.8. Dearness relief:

Dearness relief is based on the same percentage as Dearness Allowance granted to serving employees: the Government twice a year. This payment of dearness relief is based on the amount of pension sanctioned originally without reducing the commuted value. This relief is granted to pensioners / family pensioners / gratia pensioners

4.6.COMMUTATION OF PENSION

4.6.1.How it is calculated?

Employees who are retiring on superannuation / voluntary retirement can commute upto 40% of the pension without medical examination. This is a lumpsum payment.

In case of medical unfitness / compulsory retirement as a measure of penalty and for those who have applied for commutation within one year from the date of their retirement, this would be payable after medical examination. The lump-sum commutation value will be arrived by multiplying the commuted portion of pension by a factor relevant to age next birthday x 12.

Commutation Factors for some ages are given below:

Age next birth day	-59years -	10.46
	60 years -	10.13
	61 years -	9.81

Illustration:

If the employee's basic monthly pension is Rs.2500/- and due for retirement on 31.12.2001 after attaining age of 60 years. The employee can commute up to 40% of his/her pension as under:

$$40\% \text{ of Rs.}2500 \times 12 \times 9.81 = 1000 \times 12 \times 9.81 = \text{Rs. } 1,17,720$$

Commutation without medical examination is allowed in case of :

Superannuation pension

Retiring pension

Compensation pension (This pension is granted on discharge owing to abolition of the post and alternative equivalent employment if not possible or offer of a lower post is not accepted by the employee)

Pension on absorption in a body controlled / financed by Government

Pension granted on conclusion of disciplinary proceedings.

The application for commutation should be made within one year from the date of issue of retirement order

4.6.2.Restoration of commuted value of pension:

The pensioner is entitled to apply to the pension disbursing authority for restoration of the commuted value

of pension with effect from the date of completion of 15 years from the actual date when commutation effected.

NOTE : Commutation has no effect on Family Pension. In case of demise of the employee before completion of 15 years, the family gets full family pension as per entitlement without any deduction towards commuted amount in the employee's pension.

(R.B. Lr.No. F(E) III / 87 / PN / 1 / 7 dated 26.3.1987)

4.6.3.Nomination for value of commutation:

A Railway employee can make a nomination in the prescribed form by conferring on one or more persons right to receive the commuted value of pension in case the Railway servant dies without receiving commuted value on or after the date on which the commutation becomes absolute (Annexure X).

(Authority : Chapter I to V of Part II of Rly. Services (Pension) Rules, 1993)

4.7. RETENTION OF QUARTERS.

The permissible period for retention of Railway accommodation in the event of retirement is as under:

4.7.1. In case of Retirement: Retired employee including voluntarily retired employee can be permitted to retain the Railway accommodation for the first 4 months on payment of normal rent/ flat rent of license and for the next 4 months on educational or medical grounds on payment of special license fee (i.e) double the normal rent/ flat rate of license fee/rent subject to production of requisite certificate in support of request.

(Authority Rly.Board's letter No.E(G)2000/CR1/23 dt.30.11.2000)

4.7.2. In case of Death: The family of Railway employee who dies while in service can be permitted to retain the Railway accommodation for a period of 2 years on payment of normal rent/ flat rent of license fee.

(Authority Rly.Board's letter No.E (G) 98/CR1/11 dt.17.8.99)

However, till the vacation of Rly. quarters, the entire amount of DCRG will be withheld in all cases. If a retired Railway employee fails to vacate the Railway quarters beyond the permissible period for which permission has been granted or if the Railway quarter is under occupation in an unauthorized manner, one set of Railway retirement complimentary pass will be withheld for each month of unauthorized occupation, eviction proceedings will also be initiated against the occupant.

4.7.3.Regularisation of Railway quarters: The retiring Railway employee can however get the Railway quarters regularised in favour of his/her son/daughter who is also Railway employee at the time of his / her retirement provided, (a) the son/ daughter lived in the Railway quarters for at least 6 months duly foregoing house allowance and (b) the son/ daughter is also eligible for the type of quarters being shared. However, married daughter and daughter-in-law are not eligible for regularisation/ out of turn allotment of Railway quarters.

4.8.MEDICAL FACILITIES

4.8.1.Retired employees liberalised health scheme - 1997

In terms of Railway Board's letter no. 97/H/28/1 dated 23.10.1997, retired Railway employees covered under RELHS-97 will be provided with full medical facilities as admissible to serving employees under the Railway Medical Attendance Rules. This scheme is also open to spouses of the Railway employees who die in harness. Definition of "family" for the purpose of this scheme will be the same as in respect of the serving Railway employees. The definition of the "Dependents" will also be the same as in Pass Rules. **ON JOINING RELHS-97, ONE TIME CONTRIBUTION EQUAL TO THE LAST MONTH'S BASIC PAY WILL HAVE TO BE MADE AT THE TIME OF RETIREMENT BY THOSE OPTING TO JOIN THE SCHEME.** The payment can be made in cash or by an authorisation to deduct from gratuity (refer Annexure XIII of Section 8). Those who have joined RELHS-97 shall hold identity cards with photographs of all the beneficiaries.

In terms of Railway Board's letter no. 2000/H/28/1(RELHS) dated 23.11.2001, the spouse of Rail

employees retired before October 1997/died in harness are allowed to join RELHS-97 upto 31.3.2002.

4.8.2. Medical allowance

With effect from 1.12.1997, Pensioners are entitled to a medical allowance of Rs 100/- per month if they residing outside the city/municipality/town where the Railway hospital/HU/ Dispensary is situated. It is in of out patient treatment and admissible irrespective of possession of medical card. For undertaking option form refer Annexure XV.

(Authority Rly.Board's letter No.PCV/98/1/7/1/1 dt.21.4.99,19.5.99 & 21.10.99)

4.9. POST RETIREMENT BENEFITS :

4.9.1. Composite transfer grant :

With effect from 1.10.1997 the lumpsum transfer grant and packing allowance have been substituted Composite transfer grant. The daily allowance and the road mileage allowance hitherto payable for self family members have been included in the composite transfer grant and will not be admissible separately.

With effect from 1.10.1997, composite transfer grant payable to the Railway employees is as under:

(a) Who joined Railway service on or after 1.5.1976.

- i) Equivalent to one month's basic pay. However, in case these employees transport their pers effects by VPU, the composite transfer grant will be admissible at the rate of 80% of the basic pay car is carried in the VPU, and @ 75% if no car is carried.
- ii) Equivalent to one-third of one month's basic pay if the retiring employee relocates within the urban agglomeration or within 20 kms. of the old Headquarters.

(b) Who joined Railway service prior to 1.5.1976:

- (i) In the case of Group 'A', 'B' and 'C' Railway employees, composite transfer grant will be limited to and in the case of Group 'D' employees, the same will be limited to 90% of one month's basic pay.
- (ii) For relocation within the same station/ Urban agglomeration or within 20 kms of the Headquarter the retired employees, the entitlement is equivalent to 1/3rd of 1 month's basic pay.

In case, the pre-1.5.1976 appointees opt to avail Kit Passes on the same scales as applicable to p 1.5.1976 appointees, they may be sanctioned composite transfer grant at full rates.

(Authority : Rly.Bd. Lr.No. F(E) 1/98/AL-28/10 (A) dt. 1.5.98,
F(E) 1/ 98/AL-28/10 (B) dt. 1.5.98, F(E) 1/98/AL-28/10 (D) dt. 18.5.98)

4.9.2.Special Pass :

4.9.2.1.To receive settlement dues:

One set of free pass may be issued to retiring Railway employee or in the event of demise to the perso persons entitled to receive payment of settlement dues when called for the purpose of receiving s payment. The Class of Pass to which he / she was entitled on privilege account before retirement / deal applicable in this case.

4.9.2.2. Settlement Pass :

Railway employee, in the event of retirement or widow/widower in the event of death of the employee, ma issued Passes for self and family members / dependent relatives for the transportation of personal effect the place where he / she intends to settle after retirement / death. Application for settlement passes sh be submitted within one year from the date of retirement/death of the employee. G.M. can condone the d upto two years from the date of retirement/death of the employee.

4.9.3. Kit pass :

Kit pass is admissible on the same scale at which they are granted in case of transfer. There are two different scales:

- 1 for employees who joined Rly. Service prior to 1.5.76
- 2 for employees who joined Rly service on or after 1.5.76

4.9.3.1. Employees who joined Railway Service prior to 01.5.76**Group 'A' & 'B'**

a) Two wagons by goods train, one motor wagon (4 wheeler) and one cattle wagon / horse box

OR

One motor and parcel van (8 wheeler) by passenger train and one cattle wagon / horse box

OR

One motor wagon (4 wheeler) and one wagon by goods train and one cattle wagon / horse box to transferred station and one wagon to any other station or from any other station to the transferred station exceeding the distance between the old station and the transferred station.

b) a pass for carrying a dog

Group 'C'

a) One wagon by goods train and motor wagon or horse box or cattle wagon

b) A pass for carrying a dog

Group 'D'

a) A kit pass for carrying 10 quintals of luggage provided that where the competent authority is satisfied the railway servant is in possession of more luggage he may be allowed a kit pass for carrying a high quantity of luggage upto a wagon by a goods train

b) A pass for carrying a dog.

4.9.3.2. Employees who joined Railway service on or after 1.5.1976

a) Railway servants drawing a pay of Rs. 16,400/- and above	<p>Full 4 wheeler wagon plus one 4 wheeler wagon for motor car OR 6,000 kgs by goods train plus one 4 wheeler wagon for motor car OR One container (40 feet E.U.) or two containers (20 feet E.U.) (including of door to door movement of container) plus one 4 wheeler wagon for motor car OR One VPU by passenger carrying trains subject to a cut of 20% in admissible amount of composite transfer grant if a car is carried in the and of 25% if car is not carried.</p>
b) Rly servants drawing Rs.8,000 and above but less than Rs.16,400	<p>Full 4 wheeler wagon plus one 4 wheeler wagon for motor car OR 6,000 kgs by goods train plus one 4 wheeler wagon for motor car OR One container (1 TEU)) (including cost of door to door movement of container) plus one 4 wheeler wagon for motor car OR One VP/ VPU by passenger carrying trains subject to a cut of 20% in admissible amount of composite transfer grant if a car is carried in the and of 25% if car is not carried.</p>

c) Rly servants drawing Rs.6500 and above but less than Rs.8000	3000 Kgs of luggage by goods train plus one 4 wheeler wagon for car or one motor cycle / scooter by goods train.
d) Rly servants drawing Rs.4100 and above but less than Rs.6500/-	1500 kgs of luggage plus one motor cycle / scooter / moped / bicycle goods train
e) * Rly servants drawing pay below Rs.4100/	1000 kgs of luggage plus one motor cycle / scooter / moped / bicycle goods train

* such of those employees as are in receipt of a revised pay of Rs. 3350 per month and above, may also be permitted to transport 1500 kg of personal effects.

NOTE

a) A pass for carrying dog may also be issued in all cases from (a) to (e) above.

(b) In regard to employees appointed on or after 1.5.76 belonging to all Groups, free transportation of household effects upto the specified limits, as laid down above may be permitted by passenger carry parcel trains provided there is adequate capacity for such movement and the earning potential of Railways does not get affected.

(Authority : Board's Lr.No. E(W) 96PS5-9/1 dt. 1.6.2000)

4.9.4. Pass account after retirement :

The retired employee should decide on the place of his stay after retirement and the office from where he would like to draw the post-retirement complimentary passes. He should then apply for transfer of pass account from the office where he has retired to the new office.

4.9.4.1. Post retirement complimentary passes : Eligibility for grant of Post retirement complimentary pass is as under.

Sl. No.	Service rendered on Railways	No. of complimentary passes per year		
		Gaz.officers	Gr. C	Gr.D
1	20 yrs. And above but less than 25 yrs.	2 sets	1 set	1 set
2	25 yrs. And above	3 sets	2 sets	1 set

4.9.4.2. Class of Post retirement complimentary pass :

i) All Officers : I class A

ii) Group C : Those who were eligible for I class pass while in service are eligible for I class pass, provided that the employee should have been promoted to the higher grade on regular basis. In case, he is officiating in the higher grade on adhoc basis, Passes corresponding to the higher post will accrue only for three years of officiating service.

(Authority: Rly. Board's letter No. E(W) 95 PS5-1/11 dated 31.5.1995).

iii) Others : II Class.

4.9.4.3. Entitlement to travel in Rajdhani / Shatabdi Express on post-retirement complimentary pass :

Sl. No.	Status	Rajdhani Express	Shatabdi Express
1	Retired Board Members	2 berths in I AC or 2 berths in II AC or 4 berths in III AC	2 seats in Executive Class or 2 seats in Chair Car

2	Retired Officers with pay Rs. 22,400 and above or equivalent status	1 berth in I AC (on payment of 1/3 rd of difference of fare between I AC & II AC of Rajdhani) or 2 berths in II AC or 4 berths in III AC.	1 seat in Executive Class or 2 seats in Chair Car
3	Retired Officers with pay Rs. 14,300 and above or equivalent status	2 berths in II AC or 4 berths in III AC	2 seats in Chair Car
4	Retired Officers with pay below Rs. 14,300 or equivalent status	1 berth in II AC or 2 berths in III AC	2 seats in Chair Car
5	Other retired I Class pass holders	1 berth in II AC or 2 berths in III AC	2 seats in Chair Car

Note:

i) Spouses of Retired Chairmen/Members of the Railway Board travelling alone on their post retired complimentary passes would also be entitled to the facility of travelling in I AC and executive class, with payment of any difference in fares.

ii) For the purpose of item 2 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959 – 31.12.1972 with a basic pay of Rs.3000/- and above, Officers retired between 01.01.1973 – 31.12.1985 with a basic pay of Rs.3000/- and above, Officers who retired between 01.01.1986 – 31.12.1995 with a basic pay of Rs.7300/- and above.

iii) For the purpose of item 3 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959 – 31.12.1972 with a basic pay of Rs.1880/- and above, Officers retired between 01.01.1973 – 31.12.1985 with a basic pay of Rs.1980/- and above, Officers who retired between 01.01.1986 – 31.12.1995 with a basic pay of Rs.4500/- and above.

iv) For the purpose of item 4 above, the equivalent status of retired Railway employees will be as follows:

Officers who retired between 01.07.1959 – 31.12.1972 with a basic pay of Rs.1880/- and above, Officers retired between 01.01.1973 – 31.12.1985 with a basic pay of Rs.1980/- and above, Officers who retired between 01.01.1986 – 31.12.1995 with a basic pay of Rs.4500/- and above.

4.10. REST HOUSE ACCOMMODATION & HOLIDAY HOMES

Retired Officers are permitted to occupy Railway rest house/Rest room for a maximum period of 7 days time.

Retired employees are eligible to book Holiday Homes on payment of charges at the rate of Rs.12/ for Group D, Rs.25/ for Group C, Rs.35/ for officers upto JA grade and Rs.75/ for Officers above JA grade, per suite day, with effect from 1.1.2001.

List of Holiday Homes is given at [Annexure XVI](#).

5.POST RETIREMENT ISSUES

5.1. Service certificate :

5.1.1.Non-gazetted employees: Non-gazetted employees are issued service certificate on prescribed proforma. This certificate contains the date of birth, date of appointment, date of retirement, post and grade held at the time of retirement, etc. This certificate may be used later while making various applications for benefits after retirement.

5.1.2.Gazetted officers: Railway Board have recently decided that officers should also be issued with service certificate and an identity card as per the model prescribed by the Board.

5.2.Payment of pension through Bank :

The amount of pension can be credited in the account of the pensioner, if he is maintaining an account in his / her sole name with a Branch of Public Sector bank. The pension cannot be drawn through bank joint account.

All Railway pensioners (except those drawing through Post Office) in any part of the country can draw their pensions through any branch of the nominated banks.

5.3. Life certificate:

Life certificate should be furnished to the Pension Disbursing Authority by pensioner in the month of November every year.

A certificate regarding Non-employment or employment / re-employment in a department, office, company, corporation, autonomous body or registered society of State or Central Govt. etc is also required to be furnished to the Pension Disbursing Authority in the month of November every year in the prescribed form.

(Authority : Board's Lr.No. F(E) III / 88 / PN-1 dt. 9.8.1988)

Group A officers are required to furnish a declaration within two years of retirement regarding acceptance or non-acceptance of a commercial employment or employment under any Government outside India.

Until the production of non-employment / employment / re-employment certificate by the pensioner / family pensioner, the element of dearness relief shall not be disbursed.

(Authority : Board's Lr.No. F(E)III/88/PN1/21 dt. 5.5.92)

6. WHAT YOUR FAMILY SHOULD KNOW.

6.1. PAYMENT OF IMMEDIATE RELIEF (FUNERAL ADVANCE):

An amount equal to 3 months basic pay or Rs.8000 whichever is less is payable as funeral advance to family of an employee who dies while in service. This amount is recoverable from the DCRG payable.

(Authority : Rly.Board's Lr.No. E(W)98/WE/6/8 dt. 5.8.1999)

6.2.PHOTOGRAPHS & FAMILY DETAILS:

Photograph of husband / wife, details of family members with dates of birth and identification marks, death certificate in original, legal heirship certificate, guardianship certificate (in case both husband / wife are deceased and children are minor), Permanent Residential Address, and SB account number, name of the bank, etc., for drawal of family pension are to be kept ready for speedy process of settlement papers.

6.3.FAMILY PENSION

6.3.1. Definition:

Family pension is a monthly payment made to the surviving widow / widower or minor child of a Rail servant in the case of death of the employee during service or after retirement or when an empl disappears. Family of the deceased employee, who was in receipt of compassionate allowance, is elig for Family Pension.

6.3.2. Ordinary family pension:

Family Pension shall be calculated at a uniform rate of 30% of basic pay last drawn in all cases subject minimum of Rs. 1275/- per month and a maximum of 30% of the highest pay in the Railways. (The highest in the Rlys is Rs. 26,000/- since 1.1.96).

Illustration:

Normal dt of retirement of an employee : 31.12.2015

Date of death of the employee : 30.11.2001

Basic Pay at the time of death :Rs.10000/-

in scale Rs.10000-325-15200

Family pension = 30% of 10000/- = Rs. 3000/-pm.+Dearness Relief pm

6.3.3. Enhanced family pension :

If the deceased employee had rendered not less than 7 years of service, the enhanced family pension pay will be twice the amount of ordinary family pension (if he is not eligible for any compensation under W otherwise, 1-1/2 times ordinary Family Pension, if he is eligible for compensation under WCA) or 50% of pay last drawn by the employee, whichever is less. This will be payable for a period of 7 years following date of death or till the deceased employee would have reached the age of 67 years, had he survi whichever is earlier. Where the employee dies after retirement (before 67 years of age), the enhanced Fa Pension shall not also exceed the superannuation pension.

Illustration (for the case in para 6.3.2):

Enhanced family pension = 3000 x 2 = 6000.

50% of pay last drawn by the employee = 10000/2 = 5000

Therefore Enhanced family pension is restricted to Rs.5,000/-

EFP of Rs.5000+ Dearness Relief will be payable monthly from 1.12.2001 to 30.11.2008. From 1.12. onwards ordinary family pension @ Rs.3000+Dearness Relief will be payable monthly.

6.3.4. To whom family pension is payable?

Family pension is payable to only one member of the family at a time. It is payable to the widow or wid till her / his death or remarriage, whichever is earlier and then to the children (son / daughter) upto the ag 25 years. The son/daughter becomes ineligible when he / she starts earning (Rs.2550 p.m.) or gets marrie

If the son / daughter of Rly. Servant is suffering from disorder or disability of mind or is physically cripple disabled and unable to earn a living, family pension will be paid throughout the life subject to cei conditions.

6.3.5. Family pension to parents :

With effect from 1.1.1998, Family pension is payable to the parents who were wholly dependent on Railway employee when he / she was alive, provided the deceased did not leave behind spouse or child, also income of the parents from any other source doesn't exceed Rs.2550/- per month.

(Authority : Rly. Board Lr.No. F(E) III / 98 / PN 1 / 4 dated 27.4.1998 & 10.8.1999)

6.3.6 Extraordinary pension :

The extraordinary pension is payable in case death of an employee is due to accident, sudden unavoidable mishap or due to injury and disease and is payable at the following rates :

- i) Enhanced family pension @ twice the amount of family pension for those not covered by Workmen Compensation Act.
- ii) 1 ½ times for those covered by Workmen Compensation Act.

For granting extraordinary pension, Railway Board's approval is necessary
(Authority : Part III of Railway Servants (Extraordinary pension) Rules,1993)

6.3.7. Ex-Gratia Pension :

6.3.7.1.Ex-gratia payment to families of deceased 'CPF' retirees.

Widows and dependent children of the deceased Contributory Provident Fund (CPF) beneficiaries who retired from service prior to 1.1.86 shall be granted Ex-gratia pension @ Rs.605/- pm + relief applicable pensioners/family pensioners w.e.f 1.11.1997 or from the date following the date of death of the deceased employee, whichever is later. It is also admissible to Widows and dependent children of the Contributory Provident Fund beneficiaries who died, while in service, prior to 1.1.86.

6.3.7.2.Ex-gratia payment to surviving SRPF {C} retirees :

The surviving SRPF{C} retirees who have retired during 1.4.1957 to 31.12.1985 are eligible for grant of gratia payment @ Rs.600/- per month + relief as applicable to pensioners / family pensioners with effect 1.11.1997, subject to the condition that they should have put in atleast 20 years of continuous service before superannuation. For retirement on other than superannuation grounds, this payment is not applicable. gratia payment is not admissible to those who were dismissed/removed from service or have resigned.

(Authority : Railway Board's Lr.No. F (E) III/97/PN1/ExGr/5 dt. 27.1.98 and 13.11.98)

6.3.8. GENERAL INSTRUCTIONS.

The period up to which family pension is payable is as follows:-

- Widow/Widower including a judicially separated wife/ husband up to the death or remarriage whichever is earlier.
- Son until he attains the age of 25 years or marries or is employed on a monthly salary of Rs.2550 whichever is earlier.
- Unmarried daughter until she attains the age of 25 years or marriage or is employed on a monthly salary of Rs.2550 whichever is earlier.
- If the son or daughter is suffering from any disability of mind or physically crippled or disabled so as to render him / her unable to earn a living even after attaining the age of 25 years, the family pension shall be payable to such son / daughter for life subject to certain conditions.
- If there are more than one legally wedded wives, the family pension shall be paid in equal shares. In the event of the death of one of the widows, her share of family pension will be payable to her eligible children. If no eligible children are available, her share of family pension shall not lapse but shall be payable to other widows in equal share, or if there is only one such other widow, in full to her (Rule 75 (1) RSPR, 1993).
- When the deceased employee is survived by a widow and an eligible child through a predeceased wife, the child is eligible for the share of family pension which his / her mother would have received if alive (Rule 75 (7)(ii) RSPR, 1993).
- Children of divorced wife are also eligible for family pension.
- If both husband and wife are railway employees, the family pension on the death of any one of them is payable to the surviving husband or wife as the case may be. If both of them die, the surviving child or children are eligible for family pension subject to the following limits:-
 - If the two family pensions are eligible at the enhanced rate, the total amount of both the pensions shall not exceed the enhanced rate.

shall be limited to Rs.2550/-

- If one family pension is admissible at the enhanced rate and the other family pension at ordinary rate then also the total of both the pensions shall be limited to Rs.2550/-
 - If the two family pensions are admissible at the ordinary rate, the total of both the pensions shall not exceed Rs.2550/-
- Post retired spouses/ children are also eligible for family pension from the date of death of pensioner.

6.4. Gratuity:

6.4.1. Death Gratuity:

It is payable to the family of the railway servant in the event of his/her death while in service

Total qualifying service put in at the time of death	Death Gratuity
Less than one year service	3 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments
More than 20 years	half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times emoluments and shall not exceed Rs.3,50,000/- in any case.

(Authority : Rule 70 of RSPR, 1993)

Illustration:

Date of death of an Employee : 1.10.2001.
 Basic pay at the time of death : Rs.10000/-
 Total qualifying service rendered : 25 years.
 DA @ : 45%.

Death Gratuity = [Pay+DA] x Q.S = [10000+4500] x 25 =Rs. 362500/-
 Restricted to Rs.3.5 Lakhs

6.4.2. Residuary gratuity:

When a Railway servant who has become eligible for ordinary gratuity/pension, dies within 5 years after retirement from service, and the amount received by him at the time of death on account of such ordinary gratuity/pension together with the death-cum-retirement gratuity granted to him under the rules and commuted value of any portion of ordinary pension commuted by him are less than the amount equal to 12 times his emoluments, a residuary death-cum-retirement gratuity equal to the deficiency may be granted to his family.

6.5. DEPOSIT LINKED INSURANCE SCHEME:

Deposit Linked Insurance is a lumpsum payment to be paid only to the family of the deceased employee twice the amount standing at the credit of the PF account of the deceased subject to a maximum of 60,000/- provided, the following balance was maintained in the PF account during the last 3 years immediately preceding the date of death. The deceased employee should have put in at least 5 years service at the time of death.

Minimum amount of balance in PF account	Employees holding post with maximum of pay
Rs.25,000/-	Rs.12,000 or more

Rs.15,000/-	Rs.9,000/- but less than Rs. 12,000/-
Rs.10,000/-	Rs.3,500/- or more but less than Rs. 9,000/-
Rs.6,000/-	Less than Rs. 3,500/-

(Authority : Rly.Bd. Lr.No. E(W) 97 / WE – 1 / 13 dt. 20.10.1998 & 29.5.2000)

6.6. Widow pass :

With effect from 12.3.1987, the widow / widower of the retired railway employees who have not opted out of the scheme of passes for widows while in service are eligible for half the number of post retirement pass her husband / wife would have been eligible for the service rendered / or was receiving at the time of his demise after retirement.

The eligibility of this travel facility shall cease on re-marriage. Even if a Railway employee was not eligible for the post retirement pass on account of less service than required, widow / widower is entitled for grant of set of pass every alternate year.

Widows of Railway servants who had opted out of scheme of widow pass will also be eligible to be admitted to the scheme of widow pass on a one-time payment of Rs.250/-

(Authority : Rly.Bd. Lr.No. E(W) 85 / PS / 5 / 8 / 2 dt. 30.6.87 & 24.4.98 and No. E(W)98PS5-1/55 dated 12-02-2001)

6.7.EX-GRATIA ON DEATH WHILE ON DUTY:

i) Family of an employee who dies in harness while performing bona fide official duties shall be paid gratia as follows w.e.f. 01.08.1997:

- a) Death due to accident in the course of performance of duties or Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti social elements etc. = Rs. 5 lakhs
- b) Death occurring during enemy action in international war or border skirmishes and action against militants, terrorists, extremists etc. = Rs.7.50 Lakhs

ii) Ex-Gratia compensation shall be reduced by the compensation received from Railways, if the employee killed in train accident while traveling on duty.

iii) When relief is also provided to the families of deceased Govt. servants from P.M. Relief Fund, C.M. Relief Fund., etc., the aggregate of the relief/ex-gratia compensation paid from different sources should not exceed Rs. 10 Lakhs in each individual case.

(Authority : Rly. Bd. Ltr. No. E(W)99/CP-1/1 dated 05.11.1999)

6.8.APPOINTMENT ON COMPASSIONATE GROUNDS :

It relates to appointment of dependents of Railway employees who lose their lives in the course of duty or die in harness otherwise while in service or medically incapacitated / de-categorised.

6.8.1.Circumstances under which compassionate appointments may be made :

- a) When a Railway employee loses life in the course of duty or gets so crippled that he / she cannot do any work;
- b) When the Railway employee dies in harness while in service before retirement.
- c) When an employee's whereabouts are not known
- d) When the Railway employee becomes crippled while in service or develops serious ailments like heart disease, cancer etc. or medically de-categorised for the job he / she was holding and an alternative job on the same emoluments can be offered and if he/she seeks retirement on invitation.

pension.

Where both husband and wife are Railway servants, appointment on compassionate grounds is admissible in the case of death of father or mother subject to the stipulation that only one appointment will be available either on the death of husband or wife, whichever event occurs first. (Authority: E(NG) II/86/RC-1/1 dated 2.6.1997).

6.8.2. Eligibility :

In order of priority

- a) Widow / widower
- b) Son / daughter
- c) Adopted son / daughter

Note: In case of adopted son / daughter:

- there is satisfactory proof of adoption, valid legally.
- the adoption is legally recognized under the personal law governing the Railway employee
- the legal adoption process has been completed and has become valid before the date of death/medical decategorisation/medical incapacitation of the ex-employee

6.8.3. Time limit for appointment on compassionate grounds.

Normally all applications for appointments on compassionate grounds should be made within a period of 5 years from the date of occurrence of the event entitling eligible person to be appointed on this ground. This period of 5 years may be relaxed by GM subject to the following conditions:

- i. the power shall be exercised personally by the GM and not delegated to any lower authority.
- ii. The case should not be more than 20 years old from the date of death in the following types of cases:
 - ❖ Compassionate appointments of first son/first daughter where request has been made after a period of 5 years from the date of medical invalidation
 - ❖ Compassionate appointments of other than first son/first daughter where request has been made after a period of 5 years from the date of death
 - ❖ Consideration of application submitted more than 2 years after the candidate becomes major.
 - ❖ Cases which are more than 20 years old should be referred to Board with the personal approval of G.M.
- iii. The widow of the deceased employee should not have married.
- iv. The benefit of appointment on compassionate grounds should not have been given at any time to another family member.
- v. The circumstances of the case should be such as to warrant relaxation of the time limit of 5 years such as the widow not in a position to accept appointment and the first child was also minor.
- vi. Reason for relaxing the time limit should be placed on record.
- vii. The request for appointment on compassionate grounds should have been received by the administration as soon as the son / daughter to be considered for appointment becomes major.

Note: Request for appointment in relaxation of time limit cannot be claimed as a matter of right. Applications in such cases can be considered only when G.M. is personally satisfied of the genuineness of the delay in submission of application.

6.8.4. Qualifications & Conditions to be fulfilled :

Person seeking appointment should fulfill the conditions of eligibility regarding age and educational qualification, prescribed for appointment to the post or grade concerned. However, the upper age limit be freely relaxed on merits of the case. The lower age limit of 18 years normally required for appointment may be relaxed for one year with the personal approval of GM. Beyond one year, Board's approval is required.

Educational qualifications prescribed for the post to be offered should not be relaxed. However, if on merits of an individual case, GM feels that such relaxation of the minimum educational qualification is absolutely necessary, he may refer to Railway Board. The Board will consider these cases on merits subject to the stipulation that the candidate shall acquire the requisite qualification within the prescribed time limit. Such cases will carry the following stipulations in the offer of appointment:

- i) the period to be allowed for acquiring qualification will be two years.
- ii) Such a person will not be confirmed in service till he / she acquires the qualification.
- iii) Not eligible for promotion till the time of acquiring the requisite qualification
- iv) If any junior is promoted, promotion of the junior will be treated as regular and comp. Grade appointee will lose seniority in the higher grade to the junior.

6.8.5. Priorities to be observed :

Following should be the order of priority while making compassionate ground appointments:

- 1) Dependents of employees who die or permanently crippled in the course of duty.
- 2) Dependents of employees who die in harness as a result of Railway or other accidents when off duty.
- 3) Dependents of employees who:
 - a) die in harness or are totally incapacitated while in service irrespective of the period of service to reach the age of superannuation.
 - b) are medically de-categorised with less than 30 years of qualifying service for pensionary benefits
- 4) Dependents of employees who are medically decategorised with 30 years or more qualifying service.

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7. POINTS TO BE REMEMBERED.

7.1. Entire Gratuity is to be withheld for non-vacation of Quarters and if any departmental or jud proceedings are pending.

7.2 Disbursement through Post Office would be permitted only in places where branches of Public Se Bank are not available

7.3. Family Pension is payable in the order of date of birth of the children irrespective of male or female.

7.4. Length of qualifying service of over 9 years and 9 months but less than 10 years, will be reckone completed 10 years of service.

7.5. Pension Payment Order is a valuable document containing a running account of pensionary entitle It is to be kept in safe custody.

7.6. All Pension/gratuity and Dearness Relief are payable in Indian currency and in India only. Fractio any, will be rounded off to the next higher Rupee.

7.7. No employee can earn two pensions in the same service/post at the same time or by the s continuous service. However, there is no bar to an employee drawing more than one pension on accou separate spells of employment qualifying for separate pension or due to a combination of pension and Fa pension or civil & military pension.

7.8. Pension / Family Pension is payable upto and including the day on which its recipient dies.

7.9. Grant of Pension and its continuance is subject to future good conduct of the Pensioner.

7.10. Pension finally authorised cannot be revised to the disadvantage of the pensioner except to corre clerical error.

7.11. Government dues are adjustable against Gratuity or dearness relief.

7.12. Pension cannot be attached/seized etc for any demand against a pensioner nor can a pensioner n any assignment in anticipation of pension.

7.13. If a pensioner is convicted of a serious crime or is found guilty of grave misconduct or neglige pension may be withheld or withdrawn fully or partly for a specified or indefinite period. Recovery i pension may also be made for any pecuniary loss caused to the Government.

7.14. Documents to be supplied to the retired employees at the time of retirement:

- i. Pension Payment Order
- ii. Medical Identity Card
- iii. Family Identity Card for Post Retirement Complimentary Pass.

7.15. Exemption from Income-Tax.

The following Retirement/ Death benefits are fully exempt from Income-Tax.

Sl. No.	Category of Benefit	Section under which exempt
1.	Death-cum-Retirement Gratuity	Clause 10 of Sec.10 of I.T. Act.
2.	Commutation Value	Sub-clause (i) of Clause (10-A) of Section 10 of I.T. Act.
3.	Cash equivalent of unutilised leave	Sub-clause (i) of Clause (10-AA) of Section 10 of I.T. Act.

INTEGRAL COACH FACTORY, CHENNAI-600 038. FORM 8 ANNEXURE-I
 {See rules 79 (1) (c) and 81 (1)}

**PARTICULARS TO BE OBTAINED BY THE HEAD OF OFFICE FROM THE RETIRING RAILWAY SERVANT
 EIGHT MONTHS BEFORE THE DATE OF HIS RETIREMENT**

1. Name :
 2. (a) Date of birth :
 (b) Date of retirement :
 3. * Two specimen signatures (to be furnished in a separate sheet duly attested by a gazetted Government servant)
 4. ** Five copies of passport size joint photograph *** with wife or husband (to be attested by the Head of office)
 5. *** Two slips showing the particulars of height **** and personal identification marks duly attested by a gazetted government servant.
 6. Present Address
 7. @ Address after retirement
 8. Name of the treasury or the branch of Public Sector Bank / Post Office or the Pay and Accounts Office through which the pension is to be drawn :
 9. Details of the family in Form 6 :
 10. Indicate whether family pension is admissible from any other source-military or State Government and a public sector undertaking / autonomous body / local fund under the Central or State Government.
- Place : Signature of Railway servant
 Date : Designation
 Dept. / Office

*Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a railway servant on account of physical disability is unable to give left hand thumb and finger impressions, he may give thumb and finger impressions of the right hand. Where a railway servant has lost both the hands, he may give his impressions. Impression should be duly attested by a gazetted Government servant.

** Two copies of the passport size photograph of self only need be furnished by a railway servant if he is governed by rule 75 of the Railway Service (Pension) Rules, 1993 and is unmarried or a widower or widow.

*** Where it is not possible for a railway servant to submit a photograph with his wife or her husband, she may submit separate photographs. The photographs shall be attested by the Head of Office.

**** Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address should be notified to the Head of office.

INTEGRAL COACH FACTORY, CHENNAI-600 038. FORM -2 ANNEXURE - II

**FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITH
 MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE
 PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER**

{(See Rules 6(2), 13, 14(3), 15(1) and 18(3)} of the Railway Services (Commutation of Pension) Rules, 1993
(To be submitted in duplicate at least three months before the date of retirement)

PART – I

The -----

(Here indicate the designation and full address of the Head of Office)

Sir,

Sub: Commutation of pension without medical examination.

I desire to commute a fraction of my pension in accordance with the provisions of the Railway Services (Commutation of Pension) Rules, 1993. The necessary particulars are furnished below:

1. Name in block letters :
2. Father's Name (and also husband's name in the case of a female Govt. servant) :
3. Designation :
4. Name of office / Dept. / Ministry in which employed :
5. Date of birth (by Christian era) :
6. Date of retirement on superannuation or on the expiry of extension in service granted under Rule 1801, Indian Railway Establishment Code. :
7. *Fraction of superannuation pension proposed to be commuted. :
8. **Disbursing authority from which pension is to be drawn after retirement. :
 - a) Treasury / Sub-Treasury (Name and complete address of the Treasury / Sub-Treasury to be indicated)
 - b) i) Branch of the nominated nationalised bank with complete postal address.
ii) Bank Account No. to which monthly pension is to be credited each month :
 - c) Accounts Office of the Ministry / Department / Office :

Place :

Signature of Railway servant

Date :

Present Postal Address

Postal address after retirement

* The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of 1 percent thereof) which he / she desires to commute and not the amount in rupees)

** Score out which is not applicable.

INTEGRAL COACH FACTORY, CHENNAI-600 038. FORM – 6
ANNEXURE – III
(See Rule 75(15)(a))

STATEMENT SHOWING THE DETAILS OF THE MEMBERS OF THE FAMILY FOR THE PURPOSES OF FAMILIAL BENEFIT

PENSION

1. Name (Block letters) :
 2. Designation : Branch
 3. Office :
 4. Date of Birth :
 5. Date of appointment :
 6. Details of family as on :

Sl.No.	Name of members of family	Relationship with the Rly. servant	Date of birth (by Christian era)	Whether the child is physically handicapped	Remarks
1					
2					
3					
and so on					

I declare that the information given above, is correct. I hereby undertake to keep the above particulars upto date by notifying to the Head of Office by addition or alteration.

Station : Signature of Railway servant
 Dated :

Witness -----

Signature -----

Date -----

Name (Block letters) -----

Designation -----

Office -----

Countersigned

Head of office (gazetted)

Station

Dated

Designation -----

INTEGRAL COACH FACTORY, CHENNAI-600 038.

ANNEXURE-IV

FORM FOR SPECIMEN SIGNATURE OF THE APPLICANT

Specimen signature of Shri / Smt. (Name) -----

Designation -----

1.

2.

3.

Office

Signed before me

Station

Date

Signature & designation of Gazetted Officer

SPECIMEN SIGNATURE OF THE APPLICANT'S SPOUSE

Specimen signature of Shri / Smt. (Name) -----
Husband / Wife of -----Designation -----

- 1.
- 2.
- 3.

Office Signed before me

Station

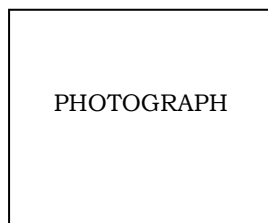
Date

Signature & designation of Gazetted Officer

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE – V

Form for joint / single photograph of Shri / Smt (Name) -----

Designation ----- office -----



Paste the joint / single photograph which is to be attested by a Gazetted officer whose signature designation, stamp should be partly on the photograph and partly on the paper.

Personal marks of identification :

Self

- 1.
- 2.

Spouse

- 1.
- 2.

Should be the same as in the Service Register / Service Card
 Should be attested by a gazetted officer with designation and seal

Place :

Signature

Date :

ATTESTED

Signature

Designation
Office seal

Gazetted officer

INTEGRAL COACH FACTORY, CHENNAI-600 038.
 ANNEXURE – VI

THUMB & FINGER IMPRESSION OF THE APPLICANT
 (Not required in case of the literate or staff who can sign)

Thumb & Finger Impressions of (Name)

(Last Designation)

Place:

Thumb	Fore Finger	Middle Finger	Ring Finger	Little Finger

ATTESTED

.....

Signature

Station

Date

Name & Designation of the Gazetted Off

**INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE – VII**

PERMANENT ADDRESS & MODE OF PAYMENT

Permanent address of the Rly. Servant after termination of service and Mode of Payment of Retirement benefits.

1. **Address:**.....
.....

2. **Mode of Payment:-**

- (i) (a) **Gratuity** :.....
- (b) **Commuted Value:**.....
- (c) **G.I.S. Fund** :.....
- (d) **Cash equivalent of leave** :.....
- (e) **Provident Fund:**.....

(ii) **Name of Treasury/ Bank at which Pension will be drawn:**

.....
.....

Saving Bank Account No.

Signature

Name of employee

Designation

Station

Date

**INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE – VIII**

**LETTER OF AUTHORITY AND UNDERTAKING
FOR DRAWL OF PENSION THROUGH PUBLIC SECTOR BANK**

I hereby authorise Bank to receive my monthly pension and direct the same to my saving bank account (Pension) on the first working day of every month as per particulars given below:-

- i) **Name in full**
- ii) **Particulars of Public Sector Bank –**

- a) Name of Bank
- b) Branch where the payment is desired
- c) Saving Account (Pension) No.

iii) Amount of Pension per month (in words)
Rupees.

I agree to under take that any amount excess/ wrong payment of pension if credited to my above saving bank account may be recovered or withdrawn from the said saving bank account by the public section bank.

The authority shall remain in force until due notice in writing is given by me.

Signature of Railway Servant
Designation
Office
Name
Father's name
Address.....
Date.....

Witness:
Signature.....
Name.....
Address.....
Date.....

Signature.....
Name.....
Address
Date

Gazetted Officer

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE – IX

FORM FOR NOMINATION FOR PAYMENT OF ARREARS OF PENSION

I hereby nominate the person named below in terms of para Ministry of Railways letter No. F(E-III/83/PN/1/25 dated 21.11.1983.

Name & Address of the nominee	Relationship with the pensioner	Date of birth	If the nominee minor, address of person who may receive the said arrears of pension during the nominee's minority (4)	Name and address of other nominee in case the nominee under column 1 above predeceases the pensioner
(1)	(2)	(3)		(5)
Relationship with the pensioner	(Date of birth of the other nominee if minor	Name and address of person who may receive	Contingency on the happening of which nomination shall become invalid	

		the said arrears of pension during the other nominee's minority	
(6)	(7)	(8)	(9)

Place
Date:

Signature or thumb impress
if illiterate and name of pensioner and add

Signature of witness

Name & Address

Signature of Pension Disbursing Authority

(Acknowledgement to be sent by Pension Disbursing Authority/Head of Office)

Certified that application/ nomination has been received from..... (Name of pensioner whose address is:-

Signature of Pension disbursing Authority
Bank/ Treasury/ P.O./ Accounts Of
Head Office and Full Address

Place:

Date:

INTEGRAL COACH FACTORY, CHENNAI-600 038. FORM 6 ANNEXURE – X
[see Rule 8]

FORM FOR NOMINATION FOR VALUE OF COMMUTATION
To

Head of Office
Place:

I hereby nominate the person named below, under rule 8 of Railway Services (Commutation of Pension) Rules, 1993

Name & Address of the nominee	Relationship with the pensioner	Date of birth	Name and address of person who may receive the said commuted value during the nominee's	Name and address of other nominee in case the nominee under column (1) predeceases the

(1)	(2)	(3)	(4)	pensioner. (5)
(6)	(7)	(8)	(9)	

Place:.....
Date:.....

Signature (or thumb impression, if illiterate)
and name of pensioner and Address

Signature of witness

Name & Address

Signature of Head of Office

STAMP

Acknowledgement to be sent by the Head of Office

Certified that the nomination has been received from.....
.....(Name of Pensioner)
whose address is

Place

Full address

Signature of Head of O

INTEGRAL COACH FACTORY, CHENNAI-600 038. FORM 4 ANNEXURE XI
[see Rule 74 (i)]

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

(When the Railway servant has a family and wishes to nominate one member or more than one member thereof)

I.....hereby nominate the person / persons mentioned below, who is / are member(s) of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Government in the event of my death while in service and the right to receive on my death

to the extent specified below any gratuity, which having become admissible to me on retirement, may remain unpaid at my death:-

Original Nominee(s)			Alternate Nominee(s)		
Name and address of Nominee / Nominees	Relationship with the Railway servant	Age	Amount or share of Gratuity payable to each*	Name address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Railway servant or the nominee dying after the death of the Railway servant but before receiving payment of the gratuity	Amount or share of gratuity payable to each @
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
and so on					

This nomination supersedes the nomination made by me earlier, on(date) which stands cancelled.

Note:

(i) The Railway servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

Date thisday of20

Witness to signature

1.....

2.....

Signature of Railway Servant

- This column should be filled in so as to cover the whole amount of gratuity
- @ The amount / share of gratuity shown in this column should cover the whole amount / share payable to the original nominee (s)

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE-XII

PAYEE'S LETTER OF AUTHORITY

Payee's letter of authority for payment of Provident Fund/Special Contribution to Provident Fund

Gratuity/D.C.R.G./Compassionate Gratuity by Postal Money Order/Cheque/Bank Draft.

To
The Accounts Officer,
INTEGRAL COACH FACTORY, CHENNAI-600 038.

Dear Sir,

I request that my Provident Fund/Special Contribution to Provident Fund or D.C. Gratuity/Compassionate Gratuity money may be remitted to me by Postal Money Order/by Cheque/E draft on..... Bank sent by Registered Post at the following address

I agree that the remittance made in the above said manner shall be at sole risk and shall be a complete discharge of government from all liability on the money being remitted by Money Order or in the cheque bank draft being forwarded by the Registered Post, as the case may be. I enclose herewith a receipt for amount.

Yours faithfully

Signature or left hand thumb impression
Designation.....
Department

House Address:

.....
.....

Date:

Name of the Payee

Father's name

Amount in figures Rs.

Signature of the witness

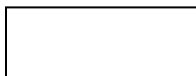
Full Address:

.....

cont

RECEIPT

Received from the sum of Rs. in full and settlement of my provident fund amounts/ Special Contribution to Provident Fund/ Gratuity/ Compassionate Gratuity.



Signature or thumb impression of payee
Full address of payee

.....
.....
.....

Signature of witness:

Address of witness:

Attested Signature of Recipient.

Station

Date:

Signature of Gazetted Officer.

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE XIII

CONSENT FOR ISSUING MEDICAL IDENTITY CARD

I opt for the "Retired Employees Liberalized Health Scheme" (RELHS) 1997

I have not deposited the contribution for joining the scheme so far. I hereby give my consent for deduc from my gratuity an amount equal to my one month's basic pay at the time of my retirement / superannual

Please issue medical identity card.

Signature

Name

Designation

Office/Branch.....

Date of retirement

P.F. A/c No.

Place:

Date:

ATTESTED

Signature of the Gazetted Off

Place :

Date:

FOR OFFICIAL USE

Note:

1. The concerned settlement clerk will detach the form and deliver it to the authority empowered to issue Medical Identity Card well in advance.
2. While making deduction from DCRG he will advise the amount to be recovered to FA & CAO indicating "NDC" .

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE – XIV

FORM NO. COMP.PASS

APPLICATION FOR POST RETIREMENT PASSES.

I desire to obtain my post – complimentary passes from the office of.....

1. Name (in block letters)
2. Father's name
3. Designation on retirement (both Offg. and Substantive)
4. Office/ Station from where retired
5. Scale of Pay on retirement
6. Rate of pay on retirement (both Offg. and Substantive)
7. Date of appointment
8. Date of retirement
9. Total length of service Years..... Months..... days
10. Date of entry in Gaz. cadre
11. Total service in Gaz. cadre
12. Class of pass entitled to
- 12 (a) Whether opted out of widow pass scheme or not
13. No. of sets of post ret. complimentary
passes entitled to in a calendar year.....
14. No. of privilege passes availed during the year of retirement.
15. No. & locality of railway quarter.....
16. Duration of permission granted for retention of quarter.....
17. Date of vacation of quarter
18. Address for correspondence
19. Specimen signature of the retired employee (1)
- (2)

Place:

Date:

.....
Signature of empl
Co

.....
Name, Designation and Signatu
attesting Gaz. Off

Note: This form along with family particulars should be detached by the retiring employee and delivered to the concerned pass section for issue of pass.

INTEGRAL COACH FACTORY, CHENNAI-600 038.
ANNEXURE-XV

UNDERTAKING & OPTION FORM
(to be submitted by pensioners to his/her Pension Disbursing Authority)

I.....Son/Daughter of

resident of.....

(existing address) hereby declare that:-

My place of residence lies within the city/town/municipality limit of the places where Rail Hospital's/Health Units/Lock-up dispensaries exist hence. I am not entitled to the grant of Medical allowance and I will be availing the existing OPD Medical facilities, the necessary endorsement may please be made in my PPO in this regard.

OR

I am residing in a place which lies outside the jurisdiction of City/Town/municipality limits of the places where Railway Hospitals/Health Units/Lock-up dispensaries are available as mentioned in annexure I Railway Board's Letter No. PC-V/ 98/1/7/1/1 dated. 21-4-99 (S.No. PC-V/167.RBE No.65/99). According to the above opt:-

- (i) for the OPD medical facility from Railway Hospital/Health Unit/Lock-up dispensaries.

OR

- (ii) to claim fixed medical allowance of Rs.100/- per month

Necessary endorsement may please be made in my PPO in this regard

Signature.....

Name.....

PPO No.....

Place.....

COUNTERSIGNATURE
HEAD OF OFFICE /

Annexure-XVI

List of Holiday Homes on Indian Railways

Location		No. of suites		Address to whom applications should be addressed
		Group A & B	Group C & D	
Central Railway				
1	Matheran	4	--	Sr.DEN, CST Mumbai
		--	9	DRM(W), CST Mumbai
2	Lonavala	--	3	DRM(W), CST Mumbai
		--	4	PA/DRM, CST Mumbai
3	Igatpuri	--	2	DRM(W), CST Mumbai
4	Mahabaleshwar	4	--	DGM (G).
		--	16	PA/DRM.
5	Pandharpur	--	2	DRM (P), Solapur.
6	Dadar	--	6	DRM (W), CST Mumbai
7	Baidyanath Dham	--	6	CPO, E.Rly, Kolkatta
8	Puri	2	10	-do-
9	Darjeeling	3	4	-do-
10	Nainital	4	7	-do-
11	Haridwar	3	6	-do-
Northern Railway				

12	Shimla	7	13 (C) 2 (D)	AEN/NR/Ambala
		2 (A) 1 (B)	4 (C) 1 (D)	Secretary, Railway Board.
13	Barog	2 (B)	2 (C)	AEN/N.Rly./Ambala
14	Bajnath Paprola	2 (B)	2 (C)	IOW/Palampur
15	Manali	3 (A) 2 (B)	--	DRM/Firozpur Cant. Jn
		1 (B)	--	Secretary, Rly. Board
16	Haridwar	--	2	DRM/NR/Moradabad
17	Nainital	2	2 (C) 1 (D)	Secretary, Railway Board
18	Mussoorie	2	2 four bedded dormi- tories	DSE (C), Moradabad
19	Badrinath	2	2	DSE (C), Moradabad
North Eastern Railway				
20	Nainital	14	10	DRM/G, APO(W) & Sr.DEN/Izzatnagar
21	Ranikhet	2	2	Sr.DEN/ Izzatnagar
22	Varanasi	--	3	Sr.DEN/NER/Varanasi
23	Allahabad City	--	3	AEN or APO(W)/ NE Rly., Varanasi
Northeast Frontier Railway				
24	Shillong	3	4	Sr.DEN/NF Rly./Pandu
25	Kurseong	3	10 bedded dormi- tory	AEN/NF Rly., Siliguri Jn.
26	Craight at Darjeeling	2	--	Secy. to GM, NF Rly, Maligaon.
27	Darjeeling (Subordinate)	--	4	-do-
28	Nainital	1	1	-do-
Southern Railway				
29	Madurai	--	5	DPO/S.Rly./Madurai
30	Courtallam	2	6	-do-
31	Rameswaram	--	2	-do-
32	Palani	--	2	-do-
33	Kanniyakumari	6	4	Sr.DPO/S.Rly./ Trivandrum
34	Coonoor	--	4	DPO/S.Rly./Palakkad
35	Udagamandalam (Ooty)	--	8	-do-
South Central Railway				
36	Kolva Beach (Vascodagama)	2	2	Sr.DPO/SCR/Hubli
37	Tirupathi (Rly. Station)	6	9	Sr.DPO/SCR, Guntakal

38	Aurangabad (Rly. Station)	2	2	Sr. DPO/ SCR, Hyderabad.
South Eastern Railway				
39	Puri	--	8	Dy.CPO(W)/Garden Reach, Kolkatta.
40	Darjeeling	--	4	-do-
41	Ranchi	--	4	-do-
42	Digha	4	--	DGM (G)
		--	2 Suites + 4 bedded dormi- tory	DPO (I)/Kharagpur Jn.
43	Araku	2	--	Sr.DEN/Coord/Waltair
		--	6 bedded dormi- tory	Sr.DPO/Waltair
Western Railway				
44	Agra (Idgha)	--	4	DRM (E), Kota
45	Pali Hill, Bandra (Mumba)	--	8 (C) 2 (D)	DRM (E), Mumbai Central
46	Lonavala	--	2	-do-
47	Udaipur	--	14	DRM (E), Ajmer
		--	2	SPO (W), Churchgate
48	Mount Abu	4	--	3 under PA/CE 1 under DRM/Ajmer
		--	13	DRM(E), Ajmer
		--	2	SPO (W), Church Gate.
49	Verawal (Gujarat)	--	4	DRM (E), Bhavnagar
50	Dwarka (Gujaraj)	--	3	DRM (E), Rajkot
		--	1	SPO (W), Churchgate
51	Gholvad	3	--	DRM/ Mumbai Central
52	Convalscent Home: Bandra	--	2 (C) 1 (D)	SPO/W/Church Gate.
North Western Railway				
53	Jaipur	--	4	DRM (E), Jaipur
West Central Railway				
54	Pachmarhi	--	3	Sr.DPO, Jabalpur
South Western Railway				
55	Mysore (Rly.Stn.)	--	5	DPO, Mysore.
Integral Coach Factory, Chennai				
56	Udagamandalam (Ooty)	--	4	Welfare Officer/ICF.
Rail Coach Factory, Kapurthala.				

57	Patni	2	4	Dy.GM/G/RCF
<u>Chittaranjan Locomotive Works, Chittaranjan</u>				
58	Puri	--	2	CPO/CLW, Chittaranjan
<u>Diesel Locomotive Works, Varanasi</u>				
59	Nainital	1	--	Secy. to GM/DLW
60	Puri	1	1	Secy. to GM/DLW

- Note:**
1. (C) means Group-C
(D) means Group-D.
 2. Unless specified, the Suites under Column-2 are both for Group-A and B and under Colur for both Group-C and D.