GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)

2016/F(E)III/1(1)/8

New Delhi, dated: 12.11.2018.

The GMs/PFAs,
All Zonal Railways/Production Units.
(As per mailing list)

Sub: Settlement Forms to be filled by the retiring Railway servant.

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During the interaction of Board (MS) with the pensioners, the issue of simplification of the settlement forms was raised.

2. The said issue has been examined by Board (MS & FC) in the light of the various forms contained in the Railway Services (Pension) Rules, 1993, which were amended with the approval of the Ministry of Law & Justice vide Board’s letter No.2015/F(E)III/1(1)/4 dated 17.06.2016, on the basis of corresponding amendments made by the Department of Pension & Pensioners' Welfare (DOP&PW) in the CCS (Pension) Rules, 1972 and also the other forms being used in some Railways and Railway Board.

3. It has been felt by the Board that simplified forms should be uniformly used across all the Railways/PUs.

4. Accordingly, simplified settlement forms required to be filled by the retiring railway employees are enclosed herewith for compliance. Other forms required to be filled by the Head of Office and the Accounts Officer will remain the same as contained in the updated Railway Services (Pension) Rules, 1993 available on the website of the Ministry of Railways.

5. PCPO & PFA of the Zonal Railways/PUs would be directly responsible to ensure compliance of the aforesaid instructions.

6. Non-compliance of the said instruction would be viewed seriously by the Board.

7. Please Acknowledge receipt.

G. Priya Sudarsani
(Director, Finance(Estt.)
Railway Board.

D.A.: As above.
Copy to:

1. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (with 20 spares).
2. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (with 20 spares).
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-c, Feroze Shah Road, New Delhi (with 30 spares).
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi.
5. The Secretary, RBSS, Group "A" Officers Association, Room No. 402, Rail Bhawan.
6. The Secretary, RBSS Group "B" Officers' Association.
7. The General Secretary, RBSSSA, Room No. 439, Rail Bhawan, New Delhi.
8. The General Secretary, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV Staff Association.
11. The General Secretary, All India RPF Association, Room No. 256-D, Rail Bhawan, New Delhi -110 001.
12. The Secretary, Railway Board Promottee Officers Association, Room No. 341-C, Rail Bhawan, New Delhi.
13. The General Secretary, All India SC/ST Railway Employees Association, Room No. 7, Ground Floor, Rail Bhawan, New Delhi.
14. The General Secretary, All India O.B.C. Railway Employee's Federation (AIOBCREF), Room No. 48, Rail Bhawan.

Copy to:-
PS to MR, EDPG to MR, PS to MoS(S), EDPG to MoS(S), ED(Innovation) to MoS(S), PS to MoS(G) and EDPG to MoS(G).
PSOs/Sr. PPSs/PPSS/PPs to Chairman, Railway Board, Financial Commissioner (Railways), Member Traffic, Member Engineering, Member Staff, Member Rolling Stock, Member Traction, Secretary, Railway Board.

DG(RHS), DG(RPF), DG/Pers., DG/S&T, DG/RS.

All Additional Members, Advisers, All Executive Directors, IG/RPSF, JS, JS(G), JE(E), JS(E)-II, JS(G)-II Railway Board.

Copy to:-
1. The Director General and Ex. officio General Manager, RDSO/Lucknow.
2. The General Manager and FA&CAO, Metro Railway/Kolkata.
3. The Director General, National Academy of Indian Railways (NAIR) Vadodara.
5. The Director, IRRECEN/Pune, IRIEEN/Nasik Road, IRIMEE/Jalalpur, IRISET/Secunderabad.
6. The CMDs, IRCION, IRFC, MRVC, IRC&T, CONCOR, RITES, KRCL, RVNL, RAILTEL and the Managing Director, CRIS, IRWO.
7. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
8. The Chairman, RCT/Delhi.
10. The Pay & Accounts Officer, Ministry of Railways/Railway Board.
11. The Chief Commissioner of Railway Safety/Lucknow.
12. The Vice Chairman, Rail Land Development Authority, Near Safdarjung Railway Station, Motibagh-1, New Delhi - 110021.
13. The CAO, Indian Railway Organisation for Alternate Fuels, 12th Floor, Core-1, Scope Minor, District Centre, Laxmi Nagar, Delhi-92.
14. Shri V.K. Sharanarathan, National President, National Federation of Railway Pensioners, 36, Venkatnarayana Road, T. Nagar, Chennai-600 017.
15. B. Jayajay Rao, President, All India Retired Railway Officers' Association, 12-13-268 (505) New, Street-2, Lane 9, Tamarak, Secunderabad-500 017.
Application Form for payment of Pension & other Retirement Benefits to the Railway employees.

(Note : Application Form to be filled up in all respect by the employee and submitted in triplicate)

I hereby request to convey below my relevant particulars and request to arrange to pay me DCRG/Gratuity, SRPF, CGEIS & Pension and may be permitted to commute % (.................. percent) of my pension.

1. Full Name (in Block Letters) :

2. Father's/Husband's Name :

3. Date of Birth :

4. Date of Appointment :

5. Designation :

6. RUID Number :

7. Basic Pay :

8. Pay Level :

9. SRPF No. :

10. PAN No. :

11. Mobile Number :

12. E-mail Id :

13. Aadhaar No. :

14. Mark of Identification :

15. Religion:

16. Present/Correspondence Address with PIN Code :

17. Permanent Address with PIN Code :

18. Details of Railway/ Directorate of Estate Quarter, if allotted :

19. Date of Retirement :

20. Date of start of Pension :

21. Class of Pension : Superannuation/Voluntary etc.

22. Details of Public Sector Bank from where pension will be drawn:

(a) Savings Bank Account No. :

(b) Name of Bank :

(c) Branch :

(d) City :

(e) District :

(f) IFSC :

23. Medical facility being availed at present (CGHS/RMA) :

24. Medical Card(s) No. :

25. Details of Military / Other Service, if any

(a) Total Period of Military Service : From .................. to ..................

(b) Amount of gratuity received for the Military Service :

(c) PPO No & Date of issue (attach a self attested photocopy of the PPO) :

Note : Please attach : (i) a cancelled cheque, issued for Bank Account mentioned above at S.No.22,

(ii) self attested photocopies of PAN, Aadhaar and Medical Cards

Place : .................. Date: ..................
DECLARATION FOR NON ACCEPTING COMMERCIAL EMPLOYMENT

I note that I cannot accept any commercial employment before the expiry of one year from the date of retirement, or any employment under a government outside India at any time without prior sanction of the President of India. I cannot seek employment as contractor for or in connection with the execution of public works (Whether on the Railways, or under P.W.D. or Defence Forces) or employment of such contractors, within one year of my retirement, without the prior permission of the President of India.

DECLARATION FOR NON RECEIPT OF PENSIONARY BENEFITS

I hereby declare that I have neither applied for nor received any ordinary Gratuity/Pension/Death-cum-retirement Gratuity in respect of any portion of the service included in this application and in respect of which ordinary Gratuity/Pension/Death-cum-Gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and to the orders which may be passed thereon.

I am in occupation of Railway / Directorate of Estates’ (DOE) House No. .............................................
............................................................................................................. on my retirement from Railway Service, I agree to withhold Death-cum-Retirement gratuity as per extant orders till such time, I vacate the Railway Quarter/DOE accommodation.

Employee's Signature

1st Witness Signature: ...........................................
Name: ..........................................................
Designation: ..................................................
RUID No.: ....................................................

2nd Witness Signature: ...........................................
Name: ..........................................................
Designation: ..................................................
RUID No.: ....................................................

Note: After vacating the government accommodation, employee may apply for refund of withheld gratuity in prescribed performa, along with all required documents. In case of Directorate of Estates’ accommodation, the retiring employee has to apply online for obtaining the “No Demand Certificate”.
**DETAILS OF FAMILY MEMBERS**

1. Name and Designation of the employee :

2. Father's/Husband's Name :

   Affix Joint Photo  
   (to be duly signed across  
   by self and spouse)  

   Affix  
   Employee's  
   Photo  

3. Details of all family members :-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name (in Block Letters)</th>
<th>Relationship with Railway Servant</th>
<th>Date of Birth (attach a photocopy of valid document as proof)</th>
<th>Aadhaar No. (attach a photocopy of Aadhaar Card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Date of marriage in case of married children</th>
<th>Name of spouse of married child</th>
<th>Indicate the nature of handicap (mental/physical), if any, of the child and whether it is permanent or temporary</th>
<th>Remarks/Any other information</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Employee's Signature
4. Three specimen signature, Identification Mark(s) and Fingers' Impression of **left hand** of the Railway Employee:

(a) Specimen Signature

(b) Identification Marks

<table>
<thead>
<tr>
<th>i</th>
<th>.................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii</td>
<td>..................................................................</td>
</tr>
</tbody>
</table>

(c) Fingers' Impression of Left Hand:

<table>
<thead>
<tr>
<th>Thumb</th>
<th>Index Finger</th>
<th>Middle Finger</th>
<th>Ring Finger</th>
<th>Little Finger</th>
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</table>

5. Three specimen signature, Identification Mark(s) and Fingers' Impression of **left hand** of Spouse:

(a) Specimen Signature

(b) Identification Marks

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<th>i</th>
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<tr>
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</table>

(c) Fingers' Impression of Left Hand:

<table>
<thead>
<tr>
<th>Thumb</th>
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</table>

Place: ............................................. Date: ............................................ Employee's Signature

Certified that the joint photograph pasted at pre-page (Column 2) is of Smt. & Shri. .................................................. and the information declared from Column No. 1 to 5 by the Railway employee are believed to be true and both persons signed and put fingers' impressions before me.

Signature of the Gazetted Officer
Name: .............................................
Designation: .....................................

Rubber stamp with name of certifying authority

Page 4 of 6
PAYEE'S LETTER OF AUTHORITY

I request that my Provident Fund and Death-cum-Retirement Gratuity/Compassionate gratuity/Leave Encashment/SRPF/CGEFGIS/Pension Commutation amount may be remitted to me through ECS/RTGS/NEFT.

I agree that the remittance made in the aforesaid manner shall be at my sole risk and shall be a complete discharge of Government from all liability on the amount being remitted by ECS/NEFT/RTGS/Money order/Cheque/Bank Draft forwarded by registered post, as the case may be.

PRE-RECEIPT

Received from Pay & Accounts Officer, .................. a sum of Rs........................................ as full and final settlement of my claim to Provident Fund Amounts/Gratuity/Compassionate gratuity/Leave Encashment/GIS/Pension on Commutation Value:

[Revenue Stamp
(to be duly signed across by the employee)]

Signature of Employee

Signed before me.

Signature of Witness : ........................................

Name : ........................................

Designation : ........................................

RUID No. : ........................................

Date : ........................................

Signature of Head of office*

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

(Stamp)........................................

* Head of Office, means a gazetted officer whom the appointing authority may, by order declare as Head of office and includes such other authority or person whom the appointing authority may specify in the like manner.

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LETTER OF AUTHORITY UNDERTAKING FOR DRAWAL OF PENSION THROUGH
PUBLIC SECTOR BANK WITH PERMANENT ADDRESS & MODE OF PAYMENT

1. I hereby authorize Manager, .......................................................... Bank
to receive my monthly pension and credit the same to my saving bank account (pension) on the
first working day of every month as per particulars given:

Amount of pension per month at the time of retirement:
Rs. ........................................................ (Rupees .........................................................)

2. I agree to undertake that any amount excess/wrong payment of pension if credited to my above
savings bank account may be recovered or withdrawn from the said savings bank account by the
public sector bank.

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

1st Witness Signature : .................................  Employee’s Signature .................................
Name : ............................................  Name ............................................................
Designation : ..................................  Designation ..............................................
RUID No. : .......................................  RUID No. ..................................................

2nd Witness Signature : .................................  Permanent Address after Retirement:
Name : ............................................  .................................................................
Designation : ..................................  .................................................................
RUID No. : .......................................  .................................................................
E-mail id : ........................................

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

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