2022

HANDBOOK ON BENEFITS TO RAILWAY EMPLOYEES

Published by
Personnel Department
Delhi Division
2022

HANDBOOK

ON

BENEFITS TO RAILWAY EMPLOYEES

Published by
Personnel Department
Delhi Division
2022

आशुतोष गंगल
महाप्रबन्धक

Ashutosh Gangal
General Manager

सत्यमेव जयते

उत्तर रेलवे
बड़ौदा हाऊस, नई दिल्ली-110001
NORTHERN RAILWAY
BARODA HOUSE, NEW DELHI-110 001
☎ : 011-23387227 & 23384548 (Off.)
011-23384503 (Fax)

MESSAGE

Dear Railway Family Members!

I am happy to share the publication "Handbook on benefit to Railway employees" with my Railway family members. This compendium of Rules and Regulations related to establishment matters will enhance the knowledge base and empower our work force. The work force of Delhi division is a huge asset for Northern Railway and ensuring their well being is integral to the progress of Northern Railway.

This publication is an effort to make all employees aware of their rights and privileges with the promise that all efforts will be made to fulfill the provisions contained in this compendium in a timely efficient manner. I acknowledge the leadership of PCPO/NR, DRM/Delhi division and the hard work put in by their teams to bring out this publication. Other initiatives of the Personnel department like paperless working, use of online portals and expeditious resolution of grievances are equally commendable.

I would like to convey my best wishes to all members of the Railway family who would benefit from this publication and hope that it leads to creation of a more productive work place and work force.

(Ashutosh Gangal)

प्रमुख मुख्य कार्मिक अधिकारी,
उत्तर रेलवे, बड़ौदा हाऊस,
नई दिल्ली
PR. CHIEF PERSONNEL OFFICER
NORTHERN RAILWAY,
BARODA HOUSE,
NEW DELHI

I am extremely happy to note that this 'handbook on benefits to Railway Employees' is a compendium and a conscientious attempt by Personnel Department of Delhi Division of Northern Railway, as it represents a shift toward centralizing all information/circulars on important establishment matters some of which are Key Performance Indicators of Human Resources Management Practices on Indian Railways. This also includes the digital innovations for workforce.

I also appreciate the efforts and support extended from DRM, ADRM and Sr.DPO of Delhi Division and the dedicated team of Personnel Department for their tiring deliverance in creating this handbook that will soon be a useful tool for the reader's benefit.

Our success depends on our wide awareness and adherence to the policies and our effective contribution to this aim. I am confident that this handbook will undeniably be a reference guide to all Railway men.

(Pramila Hingorani Bhargava)
Pr. Chief Personnel Officer/NR

डिम्पी गर्ग
DIMPY GARG

सत्यमेव जयते

मण्डल रेल प्रबंधक
दिल्ली मण्डल
उत्तर रेलवे, नई दिल्ली

DIVISIONAL RAILWAY MANAGER
DELHI DIVISION
NORTHERN RAILWAY, NEW DELHI
PHONE : 23343659(O) FAX: 23346952

MESSAGE

Dear Delhi Division Railway Family Members!

We are proud to be a part of Delhi Division of Northern Railway, the largest division of Indian Railway.

For every railway employee, knowledge regarding Railway establishment matters is a must. In this regard, a need was felt to provide a collection of such information in a single document/booklet. In such an attempt, with immense pleasure, Delhi Division is releasing this "Handbook on Benefits to Railway Employees" to give a basic idea about the above subject and other related valuable information for sake of better welfare and awareness.

The objective behind this initiative is to ensure that our railwaymen and their families are not deprived of any due rights meant for them and their wards. It is not only useful for the sake of the benefits they are entitled to but will also prove an asset even in day-to-day working of line offices and field units with respect to establishment work they are supposed to do at that level.

I convey my best wishes to all railwaymen, their family members and the readers of this handbook.

12/12/2022

(Dimpy Garg)

Renuka Tripathi, IRPS

सत्यमेव जयते

भारत सरकार
उत्तर रेलवे
वरिष्ठ मण्डल कार्मिक अधिकारी
मण्डल रेल प्रबन्धक कार्यालय
नई दिल्ली

GOVERNMENT OF INDIA
NORTHERN RAILWAY
SENIOR DIVISIONAL PERSONNEL OFFICER
DRM OFFICE, NEW DELHI

Message

My Dear fellow Railwaymen!

It is with gratitude, support and kind direction of Divisional Railway Manager, New Delhi that I would like to share the release of **"Handbook on Benefits to Railway Employees"**. This publication is an abridgment of all the provisions related to establishment matters in Indian Railways. It was initiated with the vision to enhance the collective welfare of our hardworking employees and boost workplace productivity. Our team presents this handbook, together with the commitment for efficient public service delivery.

I am happy to share that with the enduring endeavour of the Personnel department of Delhi Division, Northern Railways, this initiative has been composed. I appreciate and applaud the team for their illustrious achievement in creating this Handbook.

I convey my heartfelt wishes to all employees and to members of the Railway family who read this publication. With sincere eagerness, I bid all readers a content journey through the pages of this Handbook.

(Smt. Renuka Tripathi)

PREFACE

For every Railway Employee, the knowledge regarding Railway Establishment matters is must. In this regard, a need is felt by the Railway Administration to provide a collection of information in a single document for them. In such an attempt, we take immense pleasure in releasing this **"Handbook on Benefits to Railway Employees"** (**e-Book)** to give a basic idea on the above subject and other related valuable information.

INDEX

Benefits at a Glance for Serving Employees

Sl.No	Subject	Page No.
1	Allowances	1
2	Composite Transfer Grant (CTG)	24
3	Leave Encashment	25
4	Honorarium on various occasions	26
5	AILTC (All India Leave Travel Concession)	33
6	Increment / Pay Fixation	34
7	Pass Rules	39
8	Quarters allotments and their extension on various occasions	47
9	Provident Fund	53
10	National Pension System	57
11	Employee's Charter	60
12	Unique Medical Identity Card (UMID)	62
13	Railway Employee Self Service (RESS)	75
14	Human Resource Management System (HRMS)	79

Allowances

1.1 Travelling Allowance: -

Travelling allowance is admissible as per the prescribed rates to a Railway Employee for any day on which he proceeds on tour beyond a radius of 8 Kms from his headquarters or returns to his headquarters from a similar distance.

The travelling allowance will be granted for each complete day of absence from the headquarters, reckoned from midnight to midnight in the following proportion.

If absence from headquarter does not exceed 6 continuous hours.	30 % of the Travelling allowance.
If absence from headquarters does not exceed 12 continuous hours.	70 % of the Travelling allowance.
If absence from headquarters exceed 12 continuous hours.	100 % of the Travelling allowance.

Rates:

- Pay Level 1 to 5 : ₹ 500/-
- Pay Level 6 to 8 : ₹ 800/-
- Pay Level 9 to 11 : ₹ 900/-
- Pay Level12 & 13 : ₹ 1000/-
- Pay Level14 and above: ₹ 1200/-

These Daily Allowance rates will go up by 25% every time the DA goes up by 50%.

RBE No. 84/2017

Entitlement for Journey on Tour or Training: -

(A) Journey by Air within the Country: -

(i) Officers in PML-16 & above, while in tour, may be entitled for Air travel in 'J' / Business Class

(ii) All other Officers otherwise authorized to travel by Air may be entitled to travel by economy class.

(B) Journey by Air (International): -

(i) PML 14 and above: Business / Club Class

(ii) Others : Economy Class

(C) Journey by Sea or River Steamer: -

(1) for places other than A&N Group of islands and lakshadweep Group of Island: -

(i) PML 9 & above: Highest Class

(ii) PML 6 to 8 : Lower Class if there be two classes only on the steamer

(iii) PML 4 & 5: If two classes only, the lower class, if three classes, the middle or second class, if there be four classes, the third Class

(iv) PML 1 to 3: Lowest Class

(2) for travel between the mainland and the A&N Group of islands and Lakshadweep Group of Island by ships operated by the shipping Corporation of India Limited: -

(i)	PML 9 & above	: Deluxe Class
(ii)	PML 6 to 8	: First / 'A' Cabin Class
(iii)	PML 4 & 5	: Second / 'B' Cabin Class
(iv)	PML 1 to 3	: Bunk Class

(D) Mileage Allowance for Journey by Road: -

(i) PML 14 & above: Actual fare by any type of publicbus including AC bus orAt prescribed rates of AC taxi when the journey is actually performed by AC Taxi orAt prescribed rates for auto rickshaw for journeys by auto- rickshaw, own car, scooter, motor cycle, moped etc.,

(ii) PML 6 to 13: Same as above, except that journey by AC taxi will not be permissible

(iii) PML 4 & 5: Actual fare by any type of public bus other than AC bus. or At prescribed rates for auto rickshaw for journeys by auto-rishaw, own car,scooter, motor cycle, moped etc.,

(iv) PML 1 to 3: Actual fare by ordinary public bus only or At prescribed rates for auto rickshaw for journeysby auto -rickshaw, own car, scooter, motor cycle, moped etc.,

Rates: -

At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned state or of the neighbouring states (theses rates will further rise by 25% whenever DA increases by 50%)

- For journey performed in own car / taxi ₹ 24/- per km,
- For journey performed by auto-rickshaw, own scooter, etc., ₹ 12/- per km.

(E) Journey by Rail: -

- Free passes, as admissible under Rules, may be issued to Railway Servant.

TA Entitlements on Transfer: -

(i) **Journey by Air: -**

Officers in PML 15 & above: 'J'/Business Class

Officers in PML 14: with approval of CA.

(ii) **Journey by Rail: -**

Free passes, as admissible under Rules, may be issued to Railway Servant.

(iii) **Journeys by Road: -**

Not entitled to travel by road, between stations connected by Rail. Otherwise permissible with family. 2(D)

Composite Transfer and Packing Grant (CTG): -

(i) more than 20 kms 80% of Basic Pay

(ii) less than 20 kms 1/3 of CTG subject to change of residence involved.

(iii) Husband & Wife take place within 6 months, but after 60 days of the transfer of the spouse, 50% of CTG for later transfer otherwise no CTG

Transportation of personnel effects: -

(i) PML 6 & above: ₹ 50/- per Km

(ii) PML 5 : ₹ 25/- per Km

(iii) PML 4 & below: ₹ 15/- per Km

These rates further rise by 25% whenever DA increase 50%. The claim for reimbursement shall be admissible subject to the production of actual receipts / vouchers by the railway servants.

RBE No. 103/2017

1.2 Training Allowance: -

The faculty members who are drawn on deputation from the field for the various training centers recognized by the Railway Board and whose duty is to impart training to the trainees may be granted Training Allowance as under.

- 24% of Basic Pay to Faculty Members in National / Central Training Academies and Institutes for Group 'A' Officers.
- 12% of Basic Pay to Faculty Members in other Training Establishments.

RBE No. 145/2017

1.3 Dearness Allowance: -

DA is granted to Railway employees to offset inflation and rising cost of living and inflation. Basis for DA calculation is All India consumer price index. The rate of DAadmissible to Railway employees shall be enhanced from the existing rate on the first of January and on the first of July every year if it is due as per the calculation.

01.01.2016 : Nil,	01.07.2016 : 2%,
01.01.2017 : 4%,	01.07.2017 : 5%,
01.01.2018 : 7%,	01.07.2018 : 9%
01.01.2019 : 12%	01.07.2019 : 17%
01.01.2020 : 21%	01.07.2020 : 24%
01.01.2021 : 28%	01.07.2021 : 31%
01.01.2022 : 34%	01.07.2022 : 38 %

1.4 House Rent Allowance (HRA): -

The House Rent Allowance is admissible to those Railway Servants who have not been allowed Railway accommodation.

Sl.No	Classification of Cities	Present rate of HRA
1	‘X’ Class	27 %
2	‘Y’ Class	18 %
3	‘Z’ Class	9 %

- The rates of HRA will not be less than ₹ 5400/-, ₹ 3600/- and ₹ 1800/- at X, Y, Z class cites respectively.

- The rates of HRA will be revised to 27%, 18% & 9% for X, Y, Z class cities respectively when DA crosses 25% and further revised to 30%, 20% and 10% when DA cross 50%.
- As on date HRA has been revised as 27%, 18% & 9% for X, Y, Z class cities respectively on DA cross 25%.

RBE No. 71/2017

1.5 Night Duty Allowance (NDA): -

The hourly rate of NDA shall be equal to (Basic Pay + Dearness Allowance / 200) which would be admissible to eligible categories of non-gazetted Railway servants classified under chapter XIV of the Railway Act, 1989.

Night Duty Allowance shall be eligible only for Non-Gazetted Employees up to PML 7 (Employees in PML8 under MACP also eligible).

The Railway Servant (Hours of Work and Period of Rest) Rules, 2005 for work put in during the period from 22:00 hours to 06:00 hours are treated as Night Duty.

Weightage of 10 minutes for every hour of duty performed between the hours of 22:00 and 06:00 would be continued.

On implementation of 7th CPC, the Ceiling of Basic Pay is limited to ₹ 43,600/- w.e.f. 04.07.2022.

Calculation:-

- NDA = (Basic Pay + DA)/200 x Night Hours / 6

RBE No. 36/2018 & RBE.No.85/2022

1.6 National Holiday Allowance: -

The non-gazetted staff booked on duty on National Holiday may be granted this allowance on the following condition:

The cash compensation is payable even when an employee is on Rest. It is not necessary that this rest should be abrogated to be eligible for the cash compensation.

The shift duty staff who work round the clock and might have performed part duty on the holiday in question can be paid the National Holiday Allowance at the full prescribed rates.

Rates:

₹ 384/- per day to PML 1 to 2;
₹ 477/- per day to PML 3 to 5
₹ 630/- per day to PML 6 to 8

The rates of this allowance will further increase by 25% each time DA rises by 50%.The revised rates of allowance shall be admissible w.e.f. 1st July 2017.

RBE No. 108/2017

1.7 Special Train Controllers Allowance: -

The Section Controllers and Chief Controllers are entitled for the special Train Controllers Allowances at ₹ 5000/- pm. This allowance is admissible w.e.f:01.07.2017.

The allowance will increase by 25 percent each time DA rises by 50 percent.

RBE No. 86/2017

1.8 Transport Allowance (TPTA): -

Transport allowance is admissible to Railway Servants at the following rates:-

Employees drawing pay in PML	Rate of Transport Allowance per month	
	Employees posted in the Cities as per Annexure	Employees posted at all other places
PML 9 & above	₹ 7,200/- + DA thereon	₹ 3,600/- + DA thereon
PML 3 to 8	₹ 3,600/- + DA thereon	₹ 1,800/- + DA thereon
PML 1 & 2	₹ 1,350/- + DA thereon	₹ 900/- + DA thereon
PML 1 & 2 those drawing pay more than ₹ 24,200/- *	₹ 3,600/- + DA thereon	₹ 1,800/- + DA thereon

*** RBE No. 96/2017**

The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.

Railway employees who are drawing pay of Rs.24200/- and above in Pay Level 1 & 2 of the Pay Matrix, shall be eligible for grant of Transport Allowance at Rs.3600/- + DA thereon.

Physically disabled employees:

In respect of the categories viz., Visually impaired, orthopedically handicapped, Deaf and dumb/Hearing impaired, Spinal deformity, shall continue to be paid Transportation allowance at **double the normal rates**, subject to fulfilment of the stipulated conditions, which shall**, in no case, be less than ₹ 2,250/- pm** plus applicable rates of Dearness Allowance.

Officers drawing pay in PML 14 & above, who are entitled to the use of official car shall be given the option to avail the official car facility or to draw Transport Allowance at the rates of ₹ 15,750/- pm plus DA thereon. If he opted, he/she will not be allowed to change his/her option during the remaining period of his/her current assignment.

Admissibility of Transport Allowance during the circumstances: -

a) **During Leave:** Not be admissible for the calendar month(s) wholly covered by leave.

b) **During Deputation Abroad:**Notadmissible.

c) **During tour:** If an employee is absent from the HQ/Place of posting for full Calendar month(s) due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months. However, if the absence does not cover any calendar month(s) in full. Transport Allowance will be admissible for full month.

d) **During training treated as duty:** The allowance may be granted during such training, if no Transport Facility/Travelling Allowance/ Daily Allowance is provided for attending the training institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowance will be admissible when the period of such training covers the whole calendar month.

e) **During inspection/survey duty by Members of Special parties within the city but exceeding 8 kms from the HQs OR during continuous field duty either in or outside the Headquarters:** Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and fro between the place of duty and residence. In case when one gets Road Mileage/Daily

allowance or free transportation for field/inspections/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowance during that calendar month.

f) **To vacation staff:** Vacation staff is entitled to Transport Allowance provide no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calendar month(s).

g) **During Suspension:** As a Government employee under suspension is not required to attend office, he/she is not entitled to Transport Allowance during the suspension where suspension covers full calendar Month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowance payable for that month shall be reduced proportionately.

RBE No. 80/2017

1.9 Overtime Allowance (OTA): -

Overtime allowance is an allowance paid to Railway Servants for actual tome worked in excess of the hours of employment beyond the rostered hours.

The supervisory or confidential staff are not entitled for overtime allowance.

(a) Under Factories Act, 1948: -

Revised Rates of Pay, DA, HRA, Transport Allowance, Cash equivalent of the advantage accruing through the concessional sale to workers of food grains and other articles as the workers, for the time being may be entitled to (excluding wages for overtime work or bonus)

(b)Under HOER: - All items except HRA

(c) Under Departmental OTA: -

(i) in Loco Sheds and C&W Depot: All items except HRA

(ii) Other Employees: - Revised rates of pay and DA

RBE No. 175/2017

1.10 Special Running Staff Allowance (Additional Allowance): -

The additional allowance to under mentioned running categories will be payable as per rates given below:

Categories	Rate
Loco Pilot Mail / Express	Rs.2,250/- per month
Loco Pilot Passenger /Motorman	Rs.1,125/- per month
Train Manager Mail / Express	Rs. 1,125/- per month
Loco Pilot Goods	Rs.750/- per month
Sr. Train Manager (Passenger)	Rs.750/- per month

This allowance is also admissible to LP (Mail) and LP (Passenger) drafted to perform the duties to Power Controller / Crew Controllers.

Dearness Allowance will be payable on this allowance. However, it will not count for pensionary benefits. These allowances w.e.f. 01.07.2017.

RBE No. 85/2017

1.11 Coal Pilot Allowance: -

Coal Pilot Allowance is admissible to Shuntman and other staff of Transportation Department who accompany the Coal Pilot in the collieries for shunting duties at the following rates.

Trips	Rates in Rs.
For the first trip	Rs.102/-
For every subsequent Trip	Rs.34/-

RBE No. 92/2017

1.12 Fixed Conveyance Allowance: -

A competent authority may grant on such conditions as it thinks fit to impose, a monthly conveyance allowance to any railway servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance.

Except as otherwise provided in the rules in chapter 16 of IREM Vol.II or directed by the sanctioning authority, a conveyance allowance may be drawn all the year round, shall not be forfeited during absence

from headquarters, and may be drawn in addition to any other travelling allowance admissible under the rules in chapter 16 of IREM Vol.II, provided that a railway servant, who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle, shall not draw mileage or daily allowance for journey by a motor car or motor cycle except on such conditions as the sanctioning authority may prescribe.

A conveyance allowance may be drawn during leave or temporary transfer, or holidays prefixed or suffixed to leave or joining time.

Motor Car/Motor Cycle/Scooter/Allowance.--A railway servant who maintains a private motor car or a motor cycle/scooter and uses it in the performance of his official duties, may, at the discretion of the General Manager of an Indian Railway, be granted a motor car or a motor cycle/scooter allowance at the scale shown below provided that the General Manager is satisfied that it is necessary in the interest of the railway administration for him to travel by motor car or motor cycle/scooter frequently on duty:--

IREM Vol. II Chapter 16 Rule 1606 (4)

Avg. Monthly Travel	Own Motor Car	Other Modes
201 - 300 km	₹ 1,680/-	₹ 556/-
301 - 450 km	₹ 2,520/-	₹ 720/-
451 - 600 km	₹ 2,980/-	₹ 960/-
601 - 800 km	₹ 3,646/-	₹ 1,126/-
800 km more	₹ 4,500/-	₹ 1,276/-

- Rates shall automatically increase 25% where ever DA increases 50%
- The revised rates of allowance shall be admissible w.e.f. 1st July 2017.

RBE No. 89/2017

1.13 Risk and Hardship Allowance for Track Maintainers: -

Track Maintainers (other than Construction organization) are entitled for Risk and Hardship allowances as per mentioned rates. The employee working in construction organisations are not eligible to claim the R&H Allowance.

₹ 2700/- pm for PML 8 and below

₹ 3400/- pm for PML 9 and above

RBE No. 87/2017 dated 10.08.2017& Rly. Bd.'s letter dated 25.10.2018

1.14 Special LC Gate Allowance to Track Maintainers: -

Special Level Crossing (LC) Gate Allowance to Track Maintainers deployed for manning any of the Engineering Gates, to be paid as per cell R3H3 of the Risk and Hardship Matrix.

- ₹ 1000/- pm for PML 8 and below
- ₹ 1200/- pm for PML 9 and above

The rates of this allowance will further increase by 25 percent each time DA rises by 50 percent.

RBE No. 110/2017

1.15 Tenure Allowance to Officers posted in Railway Board and RDSO: -

Railway Board Office: -

- The Officers of Organized Group ‘A' Railway Services as well as the Officers of non-Railway Organized Group 'A‘ Services posted in the Railway Board's Office as Deputy Directors/Joint Directors/Directors will be subjected to a prescribed tenure. on the expiry of which they will be reverted to field posts in Zonal Railways/Production Units/Construction Organizations etc.
- Officers belonging to Organized Group ‘A’ Railway Services posted in Railway Board's office as Deputy Directors/Joint Directors/Directors will be paid Railway Board Tenure Allowance at the rate of 10% of their basic pay subject to a ceiling of ₹ 9000/- pm.
- The allowance will not be paid beyond the normal tenure of 3 years for Deputy Directors, 4 years for Joint Directors and 5 years for Directors.
- No allowance will be admissible to the officers of the Railway Services posted as Executive Directors and above in the Railway Board’s office.
- This allowance shall not be admissible to those Deputy Directors/Joint Directors/Directors who are given extension or re-employment after superannuation.
- In cases where the tenure posting is to a post with a lower Level of pay, the pay of the Officer going to such a post will be filled in the tenure post as per extant rules.

RBE No. 182/2017

Research and Design Standard Organisation (RDSO): -

- The Officers of Organized Group ‘A' Railway Service posted in the RDSO as Deputy Directors, Joint Directors and Directors will be subjected to a prescribed tenure, on the expiry of which they will be reverted to field posts in Zonal Railways/Production Units and Construction Originations.
- Officers belonging to Organized Group ‘A’ Railway Services posted in RDSO as Deputy Directors/Joint Directors/Directors will be paid Tenure Allowance at the rate of 10% of their basic pay subject to a ceiling of ₹ 9000/-p.m.
- The allowance will not be paid beyond the normal tenure of three years for Deputy Directors, four years for Joint Directors and five year; of Directors.
- No Tenure Allowance will be admissible to the officers of the Services posted as Executive Directors and above in RDSO.
- This allowance shall not be admissible to those Deputy Directors/Joint Directors/Directors who are given extension or re-employment after superannuation.
- In cases where the tenure posting is a post with a lower Level of pay, the pay of the Officer going to such a post will be filled in the tenure post as per extant rules.

RBE No. 181/2017

1.16 Breakdown Allowance

- Non-gazetted Railway servants employed in Running sheds and Carriage and Wagon Depots who are earmarked for attending to breakdown duties and Relief Train Electrical staff, including Supervisory staff, holding posts upto Level 6 (₹ 4,200/- GP) and above in the Pay Matrix (except the Supervisors in charge of Carriage & Wagon Depots, Loco Running Shed or the Electrical Relief Train), shall be allowed.
- (i) (a) This allowance will be treated as a compensatory allowance for all purposes.
- (b) The payment of this allowance would be subject to a review by the Controlling officer to ensure proper performance of breakdown

duty. The allowance will not be admissible to the Railway servants who have failed to turn out for the breakdown duties within the stipulated time.

- (ii) Priority in allotment of quarters, particularly for quarters near the Running sheds or Carriage & Wagon depots, as the case may be.
- (iii) Supply of free food, departmentally or otherwise, during the period they are engaged in breakdown duties;
- **NOTE:-** Where it is not possible to make arrangements for supply of free food, in exceptional circumstances, cash in lieu thereof may be paid to the non-gazetted staff including Track Maintainers and Trolleymen engaged in Breakdown duties, at the rates fixed by the General Manager in consultation with PFA.
- (iv) Payment for overtime work in accordance with the normal rules, time taken in traveling to the site of the accident and back shall also be reckoned for payment of overtime;
- (v) Payment of full daily allowance at the rates applicable to ordinary localities without the stipulation that they should be out of headquarters beyond 8 kilometres for a period exceeding 12 consecutive hours.
- (a) Daily allowance at full rates as above will be admissible for each breakdown occurring at difference places on the same day.
- (2) All other non-gazetted staff of all departments who are called out in connection with accidents/breakdowns, including the Supervisory staff who are not eligible for Breakdown Allowance, shall be allowed the concessions enumerated in clauses (iii), (iv) & (v) of sub-rule (1) above.
- (3) Gazetted staff who are called out in connection with accidents / breakdowns shall be allowed the concessions enumerated in clauses (iii) & (v) of sub-rule (1) above. Cash compensation in lieu of free food shall, however, not be admissible to them.

RBE No. 118/1999 dated 25.05.1999

- (4)For the purpose of sub-rule (1), (2) and (3) above, a breakdown may be:-
- (i) Any accident which involves the calling out of a breakdown train or engine with special staff or equipment (including MFD equipment or traffic crane) from the nearest breakdown train depot or shed, or a breach or wash away on the line which interrupts normal traffic; or
- (ii) Any of the following which interrupt normal traffic on running lines:
- (a) Snapping of overhead electric traction lines which involves calling out of Tower Wagon or Breakdown Lorry;
- (b) Damage/Bursting of points requiring the attendance of a Breakdown/ Repair /Maintenance Gang;
- (c) Breakdown of interlocked lifting barriers;
- (d) Total interruption of telecommunication/communications or of power supply.

RBE No. 144/1991

- ₹ 270/- pm to Helper (PML 1)
- ₹ 405/- pm to Tech. III (PML 3)
- ₹ 540/- pm to Tech. II & I (PML 4 & 5)
- ₹ 675/- pm to Sr. Tech / JE and staff in higher grades (PML 6 & above)
- The rates of this allowance will further increase by 25 percent each time DA rises by 50 percent.
- *On MACP PML does not the eligible criteria to get the Payment. The employee substantive Pay Level only will be taken to account to grant Breakdown Allowance.

RBE No. 106/2017 &RBE No. 138/2018 (IREC Vol. II Chapter 14 Rule 1420)

1.17Flag Station Allowance: -

- Abolished in the 7th CPC.
- Flag Station Allowance (Payable to Commercial Staff in charge of Flag Stations where Train passing duties are not involved) as a

separate allowance. The eligible employees will now be governed by the newly proposed **"Extra Work Allowance",**

- Extra Work Allowance will be paid at a uniform rate of 2%(two percent) of the basic pay per month.
- An employee shalt receive this allowance for a maximum period of one year, and there should be minimum gap of one year before the same employee is deployed for similar duties again.
- This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2%(two percent) allowance for each add— on, then the total Extra Work Allowance payable will remain capped at 2%(two percent) of basic pay.
- Eligible employees to be governed by "Extra Work Allowance" @ 2% of Basic Pay per month

RBE No.121/2017

1.18 Production Control Organisation (PCO) Allowance: -

Staff on posting from shop floor to Production Control Organisation are eligible for PCO allowance at the following rates:

Section Engineers and Sr. Section Engineers in Level-7 in the Pay Matrix (VII CPC)	6 % of Basic Pay
Non-Supervisory staff and Jr.Engineers up to Level-6 in the Pay Matrix (VII CPC)	12 % of Basic Pay

The PCO Allowance will not be reckoned for any benefit such as DA, HRA, CCA, Pension, Gratuity and fixation of pay on Promotion.

RBE No. 112/2017& RBE No. 107/2018

1.19 Compensatory (Construction or Survey) Allowance & Project Allowance: -

The compensatory (construction or survey) allowance to open line staff employed on construction and survey projects may be granted subject to the following conditions at the following rates:

PML	Rate Per Month in Rs.
Level 9 and above	Rs.3,400/-
Level 8 and below	Rs.2,700/-

These rates shall increase by 25% whenever the DA payable on the revised pay structure goes up by 50%.

RBE No. 156/2017

1.20 Special Allowance to Ch. Safety Officers / Safety Officers:

Senior Supervisors of workshop cadre (whether working in workshops or PCO) when deputed as Chief Safety Officers/Safety Officers may be granted Special Allowance @ 6 % of Basic Pay.

RBE No. 111/2017

1.21 Children Education Allowance & Hostel Subsidy: -

- The CEA / Hostel subsidy can be claimed only for the two eldest surviving children with exception in case the second child birth results in twins / multiple birth.
- In case of failure of sterilization operation, the CEA / Hostel subsidy would be admissible in respect if children born out of the first instance of such failure beyond the usual two children norm.
- The amount fixed for reimbursement of Children Education allowance will be ₹ 2,250/-pm (fixed).
- Double the rate i.e., ₹ 4,500/- pm (fixed) of CEA infavour of Divyangjan Children's.
- The amount fixed for reimbursement of Hostel Subsidy will be ₹ 6,750/-pm.
- In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.
- Further, reimbursement will be done just once a year, after completion of the financial year.
- For reimbursement of CEA, a certificate from the head of institution. where the ward of government employee studies. will be sufficient for this purpose.
- The certificate should confirm that the child studied in the school during the previous academic year.

- For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex.
- The amount of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.
- The Hostel Subsidy and Children Education Allowance can be claimed concurrently.

RBE No. 147/2017& RBE No. 114/2018

1.22 Fixed Medial Allowance (FMA): -

- Fixed Medical Allowance @ ₹ 1,000/- pm is granted to the Railway Pensioners/ family pensioners residing in areas beyond 2.5 Kms of RH/HU.
- This FMA is given to meeting expenditure on their day-to-day medical expenses that do not require hospitalization.
- They are not entitled to receive outdoor treatment from HU/RH etc., except in cases of Chronic Diseases.
- Any disease which persists for a period of approximately three months or more is defined as a Chronic Disease.
- Only one change in option in the lifetime of a pensioner shall be allowed, which should be supported by proper proof of change in residential address.

RBE No. 75/2017 &Bd Lr No.2006/H/DC/JCM dated 12.10.2006

1.23 Constant Attendance Allowance: -

This allowance is payable to railway employees at the rate of Rs.6,750/- per month who have retired and in receipt of disability pension under the Railway services (Extraordinary Pension) Rules 1993 for 100% disability and who are dependent on others for their day-to-day activities / functions.

RBE No. 101/2017

1.24 Health and Malaria Allowance: -

Health and Malaria Inspectors are entitled for Health and Malaria Allowances at the rate of Rs.1,000/- per month upto Level-8 in Pay Matrix (VII CPC) and Rs.1200/- per month for Level 9 and above in Pay Matrix (VII CPC).

The rates of this allowance will further increase by 25 percent each time DA rises by 50 percent.

RBE No. 159/2017

1.25 Hard Area Allowance: -

Railway employees posted in Nicobar Group of Islands and Minicoy, Kiltan, Androtts, Kalpeni, Chetlat, Kadmat, Amini and Bithra Islands of Lakshadweep are entitled for Hard Area Allowance at following rates.

Place where Posted	Rate per month
Nicobar Group of Islands and Minicoy in Lakshadweep Islands.	20% of Basic Pay
Lakshadweep Group of Islands (Kiltan, Androtts, Kalpeni, chetlat, Kadmat, Amini and Bithra Islands)	12% of Basic Pay

In places where more than one Special Compensatory Allowances are admissible, the Railway employees posted in such stations will have the option to choose the allowance which benefits them the most, i.e., Hard Area Allowance or one of the Special Compensatory Allowances subsumed under Tough Location Allowance Category-I, II and III.

RBE No. 95/2017

1.26 Non-Practicing Allowance (NPA): -

IRMS Officers and Dental Doctors under Indian Railways are entitled for Non-Practicing Allowance. The rates of NPA have been modified w.e.f.01.07.2017.

- ₹ 20% of Basic Pay and the total Pay should not be exceed ₹ 2,37,500/- pm.
- The NPA shall continue to be treated as pay for the purpose computation of Dearness Allowance and other allowances, except those allowances in respect of which the applicable orders provide otherwise, including calculation of retirement benefits.

- NPA shall continue to be restricted to those medical posts for which medical qualifications recognised under the Indian Medical Council Act, 1956 or under the Dentist Act, 1948 have been prescribed as an essential qualification.
- The following conditions shall be fulfilled as hitherto: -

  (a) The post is a clinical one.

  (b) The post is a whole-time post.

  (c) There is ample scope for private practice, and

  (d) It is necessary to prohibit private practice in public interest

RBE No. 82/2017

1.27 Nursing Allowance: -

- On implementation of 7th CPC, the Nursing Allowance increased from₹ 4,800/- pm to ₹ 7,200/- pm.
- Nursing Allowance to the Nursing Personnel of all categories at all levels, working in Railway Hospitals and registered under the Indian Nursing Council Act.
- Nursing Allowance will not be treated as a part of pay.
- The rates of Nursing Allowance will go up by 25% each time the Dearness Allowance payable on revised pay scale rises by 50%.

RBE No. 166/2017

1.28 Hospital Patient Care Allowance / Patient Care Allowance (HPCA/PCA): -

- Hospital Patient Care Allowance (HPCA) / Patient Care Allowance (PCA) shall be admissible only to existing eligible Group 'C' &'D' (Non-Ministerial) Railway employees.
- Risk and Hardship Matrix is R1H3
- ₹ 4100/- pm for upto PML 8 and ₹ 5300/- pm PML 9 & above.
- The revised SDA shall take effect from 1st July 2017.

RBE No. 15/2018

1.29 Ration Money Allowance

- Ration Money Allowance in respect of non-gazetted RPF/RPSF personnel up to the rank of Inspector Grade I Scale of ₹ 6500-10500 (PML 7) is eligible. Public Prosecutors / Asst. Public Prosecutors are also eligible for RMA.
- Ration Money Allowance is not exempted from the purview of Income Tax and hence this allowance is to be treated as income for the purpose of computation and Income Tax deducted at source. **RBE No. 103/2009**
- No Ration Money Allowance is admissible to RPF Personnel during Commuted Leave, Maternity Leave and Paternity Leave. **RBE 88/2018**
- ₹ 97.85 per head per day for the period from 01.04.2015 to 31.12.2015.**RBE.No:17/2017**
- During CCL, RMA would be as admissible at full rate for the first 60 days and at half rate for next 60 days of CCL to non-gazetted RPF/RPSF personnel. No RMA will be admissible beyond 120 days, if CCL is availed for more than 120 days at a stretch.
- RMA will be paid at full rate during the entire period of hospitalization on account of 'Work Related Illness and Injury Leave' (WRIIL). If free diet is given during hospitalisation period, then no RMA will be admissible for such period/
- For period beyond hospitalisation, the eligible non-gazetted RPF/RPSF personnel on Indian Railways will be paid full pay and allowances, with no limit regarding the period of leave. **RBE No. 73/2022**

1.30 Refreshment Allowance: -

- Refreshment Allowance is entitlements for Players / Coaches / Officials / Attendants for Championship and Coaching camps organized by Railway Sports Promotion Board.
- During Participation of Indian Railways team in Coaching Camp / Championship as on Special Casual Leave: ₹ 540/- per day per head.
- During Participation of Indian Railways team in Coaching Camp / National / Specified Tournaments: ₹ 540/- per day per head. **RSPB No. 03/2017**

1.31 Special Duty Allowance: -

- Special (Duty) Allowance toRailway Employees service in the North Eastern Region and Ladakh at the rate of 10% of Basic Pay.
- Special Duty Allowance will not be admissible along with Tough Location Allowance.
- Special (Duty) Allowance shall not be admissible during the periods of Leave / Training / Tours etc., beyond full calendar month(s), in case, the employee is outside the North-Eastern Region and Ladakh.
- Special (Duty) Allowance shall not be admissible during suspension and joining time. The revised SDA shall take effect from 1st July 2017.

RBE No. 88/2017

1.32 Dress Allowance: -

- Uniform-related allowances being paid to Railway employees as admissible included Kit Maintenance Allowance, Shoe Allowance, Uniform Allowance and Washing Allowance.
- On 7th CPC, these Uniform-related allowances have been subsumed into a single Dress Allowance.
- ₹ 20,000/- per annum to Officers RPF/RPSF
- ₹ 10,000/- per annum to Personnel below the officer rank of RPF including Public Prosecutors / Assistant Public Prosecutors and Station Masters.
- ₹ 5,000/- per annum to Other categories of staff who were supplied Uniforms and are required to wear them regularly like Trackmen, Running Staff of Indian Railways, Staff Car Drivers, MTS, Canteen staff of Non-Statutory departmental Canteens.
- ₹ 1,800/- per month to Nurses.

RBE No. 141/2017

- Officials presently designated as Public Prosecutors and Assistant Public Prosecutors continue to perform prosecution related duties, including Court appearances.
- Accordingly, all such Public Prosecutors / Asst. Public Prosecutors who are actually attending Courts in performance of their official duties may be paid Dress Allowance @ ₹ 10,000/- per annum provisionally.

RBE No. 199/2018

1.33 Tough Location Allowance: -

- Consequent upon the acceptance of the recommendations of the Seventh Central Pay Commission, in supersession of the existing orders for grant of Special Compensatory Allowances viz, Special Compensatory (Remote Locality) Allowance, Special Compensatory (Bad Climate) Allowance, Special Compensatory (Scheduled/Tribal Area) Allowance and Sunderban Allowance which have been subsumed In Tough Location Allowance.
- The rates of this allowance will go up by 25% each time the Dearness Allowance payable on revised pay scale rises by 50%.
- The revised rates shall take effect from 1st July 2017.
- Special Compensator (Remote Locality) Allowance
- TLA-I: Places covered under Part A & B is ₹ 5300/- pm for Level 9 and above and ₹ 4100/- pm for Level 8 and below.
- TLA-II: Places covered under Part C is ₹ 3400/- pm for Level 9 and above and ₹ 2700/- pm for Level 8 and below.
- TLA-III: Places covered under Part D is ₹ 1200/- pm for Level 9 and above and ₹ 1000/- pm for Level 8 and below.
- TLA-III: Bad Climate Allowance (R3H3) is payable per month as ₹ 1200/- for PML 9 and above & ₹ 1000/- for PML 8 and below.
- TLA-III: Tribal Area Allowance (R3H3) is payable per month as ₹ 1200/- for PML 9 and above & ₹ 1000/- for PML 8 and below.
- Scheduled/Tribal Area Allowance and Bad Climate Allowance, categorized as Tough Location Allowance-III, shall be admissible only in those States where Scheduled/Tribal Area Allowance and Bad Climate Allowance are admissible and shall be discontinued in those States where it .has been discontinued for the State Government employees with effect from the date(s) of such discontinuance.

- TLA-III: Sunderban Allowance (R3H3) is payable per month as ₹ 1200/- for PML 9 and above & ₹ 1000/- for PML 8 and below.
- Sunderban Allowance categorized as Tough Location Allowance-III shall be admissible to the Railway employees working In Sunderban areas.
- The allowance shall be admissible only upto the period for which the Government of West Bengal continues to pay this allowance to Its employees.

RBE No. 91/2017

Composite Transfer Grant (CTG)

The composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.

The Non- Practicing allowance shall not be included as part of basic pay while determining entitlements for CTG.

In case of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

In case where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, 50% of the transfer grant on transfer shall be granted to the spouse transferred later.

In case of the transfer of husband and wife are ordered within 60 days, no transfer grant shall be admissible to the spouse transferred later.

It is admissible for administrative transfers including periodical transfer even if the request of the employee has been conceded.

The composite transfer grant is not treated as income for the purpose of income tax.

2.1 CTG not admissible for following occasions:-

It is not admissible in the case of temporary transfer ordered for a period not exceeding 180 days.

It is not admissible in the case of request / mutual transfer ordered at the request of the employee.

2.1.1 Transportation of Personal effects:

The claim for reimbursement towards Transportation of Personal effects shall be admissible subject to the production of actual receipts / vouchers by the Railway Servants. These rates will further rise by 25% whenever DA increases by 50%.

Rates as follows:

Pay Matrix Level	Rate of Transport by Road
Level 6 and above	Rs.50/- per km
Level 5	Rs.25/- per km
Level 4 and below	Rs.15/- per km

Encashment of Leave on Average Pay

A Railway Servant shall be permitted to encash leave on average pay upto 10 days at the time of availing of Railway Passes while in service.

A balance of at least 30 days of leave on average pay should be available to his credit after taking into account the period of encashment as well as leave availed of.

The total leave so encashed during the entire career shall not exceed 60 days in the aggregate subject to the condition that successive encashment cannot be made before a minimum period of two years has elapsed. **Rule 540A of IREC Vol.I& RBE.No.161/2008**

The Railway Servant are permitted to encasement of LAP up to 10 days without any linkage to the number of days and nature of leave availed at the time of availing pass/PTOs. **RBE.No.104/2009**

Railway Servant who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in PSUs / Corporation / Autonomous Bodies etc and who are not entitled to LTC, on account of their spouse being employed in Indian Railways who are entitled to privilege passes are entitled to leave encashment while availing the LTC facility of their spouse on fulfillment of all the conditions. **RBE.No.208/2009**

Railway servants are required to avail leave, including casual leave. Holidays, including restricted holidays, do not come within the ambit of the definition of leave for the purpose of claim encashment of LAP while availing Privilege Pass /PTO. **RBE.No.95/2011**

Calculation:-

Cash equivalent =	Basic Pay admissible on the date of availing of Railway Pass + DA x No. of days of LAP (Maximum of 10 days)
	30

Two years block for encashment of LAP as under:-

From 01.09.2008 to ending on 31.08.2010

From 01.09.2010 to ending on 31.08.2012,

Successive block would follow similar pattern accordingly.

RBE.No:15/2011

Honorarium on Various Occasions

A Competent authority may grant or permit a railway servant to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the competent authority and its amount has been settled in advance.

No Honorarium shall be admissible for temporary increases in work, forming a part of the legitimate duties of a Railway Servant and also honorarium is not payable for conducting oral test and Trade Test at the end of Initial training and refresher course in Offices or Railway Training Schools.

4.1 The Honorarium will be payable on the following occasions:-

1) Honorarium for delivering lectures
    a. Delivering lectures in NAIR / CTIs.
    b. Delivering lectures in Zonal Training Schools / Centres.
    c. Delivering lectures to the Staff of Personnel Branch at Hqrs/ Divisional Offices.
    d. Delivering lectures in connection with training of Accounts Staff.
2) Honorarium for Exam conducted by RRBs/ RRC etc.
3) Honorarium for LDCE Examinations.
4) Honorarium for conducting Department Inquiries
    a. Conducting Department Inquiries in Vigilances Cases.
    b. Conducting Department Inquiries in non-Vigilances Cases

4.2 Power of General Manager(s) for grant of Honorarium:-

General Managers have been delegated power to grant Honorarium to a Gazetted and Non-Gazetted Railway Servant up to as under:

Gazetted officers:-

- Rs.10,000/- in a year for undertaking work as arbitrator in a dispute in which the Railway Administration is a party.
- Rs.5,000/- in a year in all other types of cases (eg. Setting up of question papers, evaluation of answer sheets etc), except cases of acceptance of Honorarium for conducting Disciplinary Enquiries against Railway officers arising out of Vigilance / CBI cases where the limit shall be as per the rate fixed by Board from time to time.

Non-Gazetted Railway Servants: -

- Rs. 15,000/- in each individual case;
- 25 % of annual basic pay plus grade pay in a financial year in case of Cashiers and other cash and pay staff;
- Rs.1,000/- per case to the steno engaged by the Arbitrator for the secretarial work in connection with the Arbitration work.

4.3 Honorarium for delivering lectures

Delivering lectures in NAIR / CTIs.

For delivering lectures in NAIR and other CTIs, DG/NAIR and the respective Directors of CTIs is empower to Sanction of Honorarium.

Sl.No	Rate of Honorarium	Durations	Remarks
1	Upto Rs.15,000/-	Per Session Two Hours	Guest Faculty of Eminence (Non-Railway / Serving or Retired) only. The reason for such payment should be recorded in writing.
2	Upto Rs.5,000/-	Per Session Two Hours	Govt./ Railway Officer (Serving or Retired) of SAG and above rank.
3	Upto Rs.2,500/-	Per Session Two Hours	Visiting lecturers other than Sl.1 & 2.

Delivering lectures in Zonal Training Schools / Centres.

Sl.No	Rate of Honorarium	Durations	Remarks
1	Rs.2,500/-	Per day for Two Hours duration, subject to maximum of Rs.5000/- per week	For Officers of Railway / Central \ State Government in rank of Joint Secretary to the Government and reputed academicians / special invitees.
2	Rs.1,250/-	Per day for Two Hours duration, subject to maximum of Rs.2500/- per week	For JAG/SG officers of Railway / Central / State Government.
3	Rs.1,000/-	Per day for Two Hours duration, subject to maximum of Rs.2000/- per week	For Other Gazetted / non-Gazetted officials of Railway / Central / State Government other than in Sl.no.1 & 2.

Remarks:

- Not more than 15% of the Total training sessions organized by the Zonal Training Schools/ Centre shall be covered by the lectures by visiting faculty.
- The honorarium would also be admissible to retired Railway officials for delivering lectures in Zonal Training schools / Centres and they are to be invited for delivering lectures on Rules and Safety matters only.

4.4 Delivering lectures to the Staff of Personnel Branch at Hqrs/ Divisional Offices.

Sl.No	Rate of Honorarium	Durations	Remarks
1	Rs.100/- per day	Minimum of two periods of 45 minutes each per day.	Subject to maximum of Rs.300/- per week to Retired Officer / Staff (age limit of 65 years).

Delivering lectures in connection with training of Accounts Staff.

4.5 Delivering lectures to the Staff of Personnel Branch at Hqrs/ Divisional Offices.

Sl.No	Rate of Honorarium	Durations	Training to
1	Rs.225/- per day	Not less than one hour	Candidates appearing in Appndix-3 IREM examination
2	Rs.180/- per day	Not less than one hour	Candidates appearing in Appndix-2 IREM examination
3	Rs.180/- per day	Not less than two hours	Candidates directly recruited Probationary Accounts Clerk in Grade-I

4.6 Honorarium for Exam conducted by RRBs/ RRCs etc.

The honorarium shall be payable to various functionaries engaged by RRBs/RRCs in connection with holding of examinations. The gist of functionaries are listed below indicatively.

- Over all in-charge of the town.
- Town in-charge.
- Centre Co-ordinators.
- Offices nominated for flying squad.
- Coordinating supervisor.
- Center in-charge.
- Assistant Supervisor.
- Invigilators.
- Control Room officials.

In terms of RBE.No.125/2012, RBE.No.18/2014 and RBE.No.174/2018 the honorarium will be payable to various functionaries.

4.9 Honorarium for LDCE Examinations.

- An amount of Rs.1000/- will be payable towards honorarium per question paper to setting officers.
- An amount of Rs.50/- will be payable toward honorarium for per answer sheet evaluation. This honorarium shall be paid for evaluation of Answer Books only if they are evaluated and returned within one month. The time limit may be relaxed to two months in such cases where the number of answer sheets to be evaluated exceeds 250.

4.10 Honorarium for conducting Department Inquiries

Conducting Department Inquiries in Vigilances Cases.

Honorarium for IOs:-

Sl.No	Case	Time taken to complete the enquiry			Remarks
		0-180 Days	181-365 Days	366 days and beyond	
1	Inquiry is conducted against Gazetted Officer(s) or against Combination of Gazetted and non-gazetted officials by a Retired senior Railway officer not below the rank of SG.	Rs.60000/-	Rs.30000/-	Rs.15000/-	Additional Rs.6560/-, if the stenographic / Typing assistance is arranged by RIO himself.
2	Inquiry is conducted against Gazetted Officer by a Serving Railway officer not below the rank of SG.	Rs.21100/-	Rs.12500/-	Rs.6000/-	-
3	Inquiry is conducted against Non-Gazetted by a Retired Railway servant of JA grade and below up to the rank of Group-B Gazetted.	Rs.30000/-	Rs.15000/-	Rs.75000/-	Additional Rs.2810/-, if clerical / stenographic / Typing assistance is arranged by RIO himself.
4	Inquiry is conducted against Non-	Rs.12500/-	Rs.6000/-	Rs.3000/-	-

	Gazetted by a serving Railway official of JA grade and below up to Senior Supervisor level.				

Honorarium for Presenting officer & Steno / Typist:-

Sl.No	Case	Honorarium for POs	Honorarium for Steno / Typist
1	Inquiry is conducted against Gazetted Officer(s) or against Combination of Gazetted and non-gazetted officials by a Retired senior Railway officer not below the rank of SG.	Rs.4690/-	Rs.4690/-*
2	Inquiry is conducted against Gazetted Officer by a Serving Railway officer not below the rank of SG.	Rs.4690/-	Rs.4690/-
3	Inquiry is conducted against Non-Gazetted by a Retired Railway servant of JA grade and below up to the rank of Group-B Gazetted.	Rs.3125/-	Rs.1875/-*
4	Inquiry is conducted against Non-Gazetted by a serving Railway official of JA grade and below up to Senior Supervisor level.	Rs.3125/-	Rs.1875/-

*If the Services of the steno / typist are placed at the disposal of RIO

Conducting Department Inquiries in non- Vigilances Cases

Non-vigilance administrative cases also qualify for the same remuneration as applicable to the Vigilance cases, as and when enhanced by Vigilance Directorate will be automatically applicable to those conducting Non-vigilance cases.

All India Leave Travel Concession (AILTC)

Scheme of optional “All India Leave Travel Concession” facility, once in a block of four years (i.e 2018-2021 onwards) on surrender of Privilege Passes.

Recommendations of Seventh CPC, DoP&T have communicated Government’s decision, to allow the Railway employees to avail AILTC facility in accordance with the ‘Central Civil Services (Leave Travel Concession) Rules, 1988.

The Competent Authority in the Ministry of Railways has accorded approval to exclude such Railway servants and other eligible persons (i.e. eligible for PP) from the facility of Privilege Passes in that particular calendar year in which they opt for AILTC facility.

To Whom applicable:-

- Railway Servants entitled to Privilege Passes.
- Other Government department’s officials serving in Railways on deputation and entitled to Privilege Passes.
- Other Officials serving in Railways and entitled to Privilege Passes.
- Officials of Audit Department (Railway) entitled to Privilege Passes.

Note: These orders would not be applicable to those who are undergoing minor penalty of stoppage of even a single Privilege Pass at the time of application for availing AILTC.

Those Railway servants who opt for AILTC facility, would be issued a “Privilege Pass Surrender Certificate” (PPSC), i.e. pre-requisite for availing AILTC facility.

If both husband and wife are entitled to Privilege Passes, both have to surrender their respective entitled Privilege Passes that are admissible to them in the calendar year in which either of them opt for AILTC facility.

In case of deputationist (i.e Railway servant serving on deputation etc in any other organization) and eligible for PPs as per statutory rules.

Home Town LTC / Home Town converted LTC’ shall not be admissible to Railway servants and the definitions of beneficiaries for LTC.

Increment / Pay Fixation

6.1 Increment:-

The increment shall be as specified in the vertical cells of the applicable Level in the Pay Matrix.

6.2 Date of Next Increment (DNI):-

There shall be two dates for grant of increment namely, 1st January and 1st July of every year. An employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January.

The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPs during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

6.3 Fixation of Pay of employees appointed by direct recruitment:

The pay of employees appointed by direct recruitment shall be fixed at the minimum pay or the first cell in the Level, applicable to the post to which such employees are appointed.

6.4 Fixation of Pay on Promotion:

The fixation of pay in case of promotion from one Level to another in the revised pay structure, one increment shall be given in the Level from which the employee is promoted and he shall be placed at cell equal to the figure so arrived at in the Level of the post to which promoted and if no such cell is available in the Level to which promoted, he shall be placed at the next higher cell in that Level.

Illustration:-

1	Level in the Pay Structure: **Level-4**
2	Basic Pay: **Rs.28700/-**
3	Granted promotion / financial upgradation under MACPS in **level - 5**
4	Pay after granting on increment in Level-4: **Rs.29600/-**
5	Pay in the upgraded Level-5: **Rs.30,100/-**

Pay Band	5200-20200				
Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	**30100**
3	19100	21100	23100	27100	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	**28700**	32900
6	20900	23100	25200	**29600**	33900
7	21500	23800	26000	30500	34900

6.5 Fixation of Pay on Appointment (Notional Pay Fixation):

Illustration:-

1	Level in the Pay Structure: **Level-2**
2	Basic Pay: **Rs.19,900/-**
3	Absorption in **level –2** on with 6 months training
4	Pay after granting on increment Date in Level-2 on notional basis: **Rs.20,500/-**
5	Pay on absorption in L-evel-2 on actual basis: **Rs.20500/-**

Pay Band	5200-20200	
Grade Pay	1800	**1900**
Levels	1	2
1	18000	19900
2	18500	20500
3	19100	21100
4	19700	21700
5	20300	22400

6.6 Fixation of Pay on transfer to lower post with Pay Protection:

Illustration:-

1	Level in the Pay Structure: **Level-4**
2	Basic Pay: **Rs.27100/-**
3	Reversion to Level-2 on transfer

Pay Band	5200-20200				
Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5

4	Pay on reversion in Level-2: **Rs.26800/- + Rs.300 PP**	1	18000	19900	21700	25500	29200
		2	18500	20500	22400	26300	30100
		3	19100	21100	23100	**27100**	31000
		4	19700	21700	23800	27900	31900
		5	20300	22400	24500	28700	32900
		6	20900	23100	25200	29600	33900
		7	21500	23800	26000	30500	34900
		8	22100	24500	26800	31400	35900
		9	22800	25200	27600	32300	37000
		10	23500	26000	28400	33300	38100
		11	24200	**26800**	29300	34300	39200

6.7 Fixation of Pay on transfer to lower post without Pay Protection:

Illustration:-

1	Level in the Pay Structure: **Level-4**	Pay Band	5200-20200				
2	Basic Pay: **Rs.27100/-**	Grade Pay	**1800**	1900	2000	2400	2800
3	Reversion to Level-2 on transfer	Levels	**1**	2	3	4	5
4	Pay on reversion in Level-2: **Rs.26800/-**	1	18000	19900	21700	25500	29200
		2	18500	20500	22400	26300	30100
5	Pay on DNI in Level-2 :**Rs.27600/-**	3	19100	21100	23100	**27100**	31000
		4	19700	21700	23800	27900	31900
		5	20300	22400	24500	28700	32900
		6	20900	23100	25200	29600	33900
		7	21500	23800	26000	30500	34900
		8	22100	24500	26800	31400	35900
		9	22800	25200	27600	32300	37000
		10	23500	26000	28400	33300	38100
		11	24200	**26800**	29300	34300	39200
		12	24900	**27600**	30200	35300	40400

6.8 Fixation of Pay on promotion as per RBE No: 212/2019

Illustration:-

1	Level in the Pay Structure: **Level-2**
2	Basic Pay: **Rs.25200/-**
3	Granted Promotion to Level-4
4	Pay on Promotion in Level-4: 25500
5	Pay on 01.01.2022/ 01.07.2022 in Level-4 :**Rs.27100/-**
6	Pay after 06 months on 01.07.2022/ 01.01.2023 in Level – 4: **Rs.27900/-**

Pay Band	5200-20200				
Grade Pay	1800	1900	2000	2400	2800
Levels	1	2	3	4	5
1	18000	19900	21700	25500	29200
2	18500	20500	22400	26300	30100
3	19100	21100	23100	**27100**	31000
4	19700	21700	23800	27900	31900
5	20300	22400	24500	28700	32900
6	20900	23100	25200	29600	33900
7	21500	23800	26000	30500	34900
8	22100	24500	26800	31400	35900
9	22800	25200	27600	32300	37000
10	23500	26000	28400	33300	38100
11	24200	**26800**	29300	34300	39200
12	24900	27600	30200	35300	40400

6.9 IREC Provision:-

(1) The initial pay of a railway servant who is appointed to a post on a time scale of pay.

Where a railway servant holding a post, other than a tenure post, in a substantive or temporaryor officiating capacity is promoted or appointed in a substantive, temporary or officiatingcapacity as the case may be, subject to the fulfilment of the eligibility conditions asprescribed in the relevant Recruitment Rules, to another post carrying duties andresponsibilities of greater importance than those attaching to the post held by him/her. SuchGovernment Servant may opt to have his/her pay fixed from the Date of his/her NextIncrement (Either 1st July or 1st January, as the case may be accruing in the level of the postfrom which he/she is promoted, except in cases of appointment on deputation basis to an ex-cadrepost or on direct recruitment basis or appointment/promotion on ad-hoc basis.

(2) When the appointment to the new post does not involve such assumption of duties and responsibilities or greater importance, he shall draw as initial pay, the Level of the Pay matrix which is equal to his pay in respect of the old post held by him on regular basis,

or, if there is no such Level, the level next above his pay in respect of the old post held by him on regular basis.

(3) When appointment to the new post is made on his own request and the maximum pay level in the pay matrix of that post is lower than his pay level in respect of the matrix old post held regularly, he shall draw that maximum level as his initial pay.

PASS RULES

7.1 Definitions

Family means-

- Spouse of a Railway servant whether earning or not.
- Son or sons who have not attained the age of 21 years and are wholly dependent on the Railway Servant;
- Son or sons of the age of 21 and above who are: -

  -Bonafied students of any recognised educational institution.

  -Engaged in any research work and do not get any scholarship / stipend.

  -Working as an articled clerk under the Chartered Accountant.

  -Invalid, on appropriate certificate from Railway Doctor.
- Unmarried daughters of any whether earning or not.
- Widowed daughters provided they are dependent on the Railway Servant.
- Legally divorced daughter who is dependent on the Railway servant.

Dependent relative when father is not alive-

- Mother including a divorced mother.
- Unmarried or widowed sister.
- Brother / step-brother under twenty one years of age provided he resides with and is wholly dependent on the Railway servant.
- Invalid brother of any age.
- Brother who has attained the age of twenty one years and is a bonafide student of a recognized educational institution.

Guardian means-An adult family member or a dependent relative or paid nurse or a governess or an attendant.

Attendant means-A person exclusively employed on salary in the personal service of a Railway Servant.

Wholly dependent means-A person who does not have an income of more than 15% of the basic pay of the employee or Rs.9000/- + DA admissible on current rate, whichever is more. **(RBE.No.132/2016)**

Passmeans-An authority given by the Ministry of Railways or any Railway administration to a person, authorising him to travel by train gratuitously.

PTO means-An authority issued in favour of a Railway servant which may be exchanged for a passenger rail ticket on payment of 1/3rd of the normal fare.

Single Journey Passmeans-A pass issued from starting station to a destination station.

A set of Passmeans-A pass issued to an employee or his family or both for one outward and one return journey.

Year means-A calendar year.

7.2 Kind of Passes: -

A Railway Servant or the entitled members of his family and dependent relatives are defined in the Pass rules may be issued the following kind of passes:

- Duty Pass
- Privilege Pass
- School Pass
- Post Retirement Complimentary Pass
- Widow Pass
- Residential Card Pass
- Special Pass

7.3 Duty Pass:

A Railway Servant may be issued a duty pass for performing journey on duty. The category of railway servants, the circumstance and the conditions subject to which a duty pass may be issued accordingly.

Entitlement

Sl.No	Status	Pay level in Pay Matrix	Type of Pass
1	CRB & CEO and Board Members including FC, DGs & GMs granted Apex Scale and CCRS.	17	Gold Pass
2	GMs & Other equivalent officers	16	
3	HAG Officers (Including NF-HAG)	15	Silver Pass
4	SAG Officers (Including NF-SAG)	14	
5	Selection Grade Officers	13	Bronze Pass / First Class 'A' (With 1-AC authority)
6	JAG Officers	12	
7	All other Group A & B Gazetted Officers	11	Bronze Pass / First Class 'A'
		10	
		9	
		8	
8	Non-Gazetted Cadre	6 and above	First Class
9		5	Second Class 'A'
10		4	
11		3	
12		2	
13		1	Second/Sleeper Class

- The family of a probationer in Group – A may be included in the duty pass when accompanying him during the period of probation on his journey to and from different places of training.
- Duty Passes are not admissible during leave other than casual leave taken in continuation of period of duty.
- Metal Passes / Duty Passes as the case may be surrendered by the employee when proceeding on any kind of leave except Casual leave or on transfer or when he is dismissed or removed or discharged from service.
- The Railway Servant to surrender his Metal Pass / Duty Card Pass or to pay the penalty therefore if lost, before demitting office on superannuation or otherwise.

7.4 Privilege Pass:

Privilege passes are issued to a Railway servant on privilege account as per entitlement.

Entitlement for Privilege Passes and PTOs

<table>
<tr><th rowspan="2">Sl.No</th><th rowspan="2">Status</th><th rowspan="2">Pay level in Pay Matrix</th><th colspan="2">No of Passes in a calendar year</th><th>Class of Pass</th></tr>
<tr><th>Privilege Passes</th><th>PTO</th><th></th></tr>
<tr><td>1</td><td>CRB & CEO and Board Members</td><td rowspan="2">17</td><td rowspan="11">6 Sets</td><td rowspan="11">4 Sets</td><td rowspan="11">First Class ‘A’</td></tr>
<tr><td>2</td><td>DGs & GMs</td></tr>
<tr><td>3</td><td>GMs & Other equivalent officers</td><td>16</td></tr>
<tr><td>4</td><td>HAG Officers (Including NF-HAG)</td><td>15</td></tr>
<tr><td>5</td><td>SAG Officers (Including NF-SAG)</td><td>14</td></tr>
<tr><td>6</td><td>Selection Grade Officers</td><td>13</td></tr>
<tr><td>7</td><td>JAG Officers</td><td>12</td></tr>
<tr><td>8</td><td>Sr.Scale Officers</td><td>11</td></tr>
<tr><td>9</td><td rowspan="3">Other Group A & B Gazetted Officers</td><td>10</td></tr>
<tr><td>10</td><td>9</td></tr>
<tr><td>11</td><td>8</td></tr>
<tr><td>12</td><td rowspan="6">Non-Gazetted Cadre</td><td>6 and above</td><td rowspan="6">1 set(upto the end of 5 years of railway service). 3 sets(after completion of 5 years of Railway Service)</td><td rowspan="6">4 Sets</td><td>First Class</td></tr>
<tr><td>13</td><td>5</td><td>Second Class ‘A’</td></tr>
<tr><td>14</td><td>4</td><td rowspan="4">Second / sleeper class</td></tr>
<tr><td>15</td><td>3</td></tr>
<tr><td>16</td><td>2</td></tr>
<tr><td>17</td><td>1</td></tr>
</table>

Note:-

<u>Upgraded Pass for serving employees in PLM-1 to 4:</u> 1 set of Second Class ‘A’ Pass in lieu of 01 set of Second / Sleeper Class Pass even with less than 5 years of Railway Service.

Railway employees having less than 5 years of service and drawing PML-1 and above but below PML-5 are entitled for one second class ‘A’ in a year even if they are eligible for only one set of privilege pass owing to the length of their service.

Not more than two dependents can be included in a Pass / PTO subject to the condition that the total number of persons included in the Pass / PTO will not exceed 5 exclusive of Attendant wherever permissible. This limit will not apply if only family members are included in the Pass / PTO.

Break of journey en-route shall be permissible on Privilege Pass at any stations as desired by the pass holder.

Privilege pass shall be issued for journey from the starting station to the destination station, provided that a longer route may be permitted; if the destination via longer route does not exceed by fifteen percent of the distance via the direct route and if the longer route to destination is quicker than the direct route irrespective of distance involved.

If both husband and wife are Railway Servants and are entitled to passes and PTOs on their own right, they are eligible for passes and PTOs separately for the full number of sets and the class of passes and PTOs prescribed under the rules. Children are also permitted on passes / PTOs both on the father's and mother's account.

One set of privilege Pass/PTO or both may be issued within 5 months before commencement next year in the current year with currency of pass from 1st January of the next year in the next year account. Such passes valid for 5 months from date of issue only.

Un-availed passes of the previous year may be issued in the current year and the validity is restricted up to the date had it been issued on the last day of the previous year.

In respect of employees officiating in higher grade the passes and PTOs are allowed in the class and number to which they are entitled in the higher officiating posts, including the leave periods provided it is certified that he would have continued to be officiating in the higher post but for the leave.

Married daughter may be included in Pass /PTOs when her husband is missing for a period of at least 7 years subject to the production of an affidavit signed by the Railway Servant concerned and attested by a Magistrate regarding the missing period.

7.5 School Pass

A School Pass may be issued to the wards of the Railway servants who are a bonafide student of any recognized educational institution.

3 Sets or 6 half sets School passes can be issued in a year for journey of each ward of Railway Servant during the recognised vacations of more than 03 days from the place of education to the residence of employee on production of certificate duly issued by the Institution.

Parents or Guardian may be included in a School Pass, which is issued for son of under 18 years, even above 18 years of age in case son is handicapped and in case of daughter of any age.

Issuing of School passes will not be affected by the stoppage of privilege passes of an employee on any account including by way of punishment.

The School Pass can be issued upto four months in advance as per the request of the Railway Servant. The reasonable validity period for undertaking journeys may be decided by the pass issuing authority.

Entitlement:

Sl.No	Officials	Entitlement
1	Group 'A' and 'B' (Gazeeted)	First Class 'A'
2	Non-Gazetted Employees in Level-6 and above.	First Class
3	Non-Gazetted Employees in Level-5	Second Class 'A'
4	Non-Gazetted Employees in Level-1 to 4	Second /Sleeper Class

7.6 Residential Card Pass

Residential Card Pass may be issued to a Railway servant for performing rail journey from the place of residence to the place of his work over the notified sections. The period of availability for RCP is one year. No attendant is allowed in Residential Card Pass.

Transport allowance admissible to those Railway employees who are already availing the Residential Card Pass facility. (RBE.No.16/2009)

Entitlement:

Sl.No	Officials	Entitlement
1	Group 'A' and 'B' (Gazeeted)	First Class 'A'
2	Non-Gazetted Employees in Level-6 and above.	First Class
3	Non-Gazetted Employees in Level-5	Second Class 'A'
4	Non-Gazetted Employees in Level-1 to 4	Second /Sleeper Class

7.7 Special Pass: -

A special pass may be issued to Railway servants, family members or dependent relatives on following cases mainly:

Medical Grounds

Medical Ground pass is issued for journey from station nearest to the residence of a Railway servant where railway medical facilities for treatment of the Railway servant or his family members are not available to a station where railway dispensary or hospital with the required facilities for treatment is located.

This type of pass will be ordinarily issued for the class of entitlement of the Railway servant on privilege account.

Sports Grounds

Sports Ground pass is issued for participating in coaching camps organized by the Railway Administration Railway Sports Control Board or recognised by the State Sports Association or sponsored by the Railway Sports Control Board.

And for participating in functions organized to honour players having won laurels in National level tournaments and participating in tournaments which have the recognition of the All India body for the respective sports / games / and in those tournaments directly conducted by the State Level Body for the respective sports / games.

- For attending children camp or scouts camp
- Cultural functions & etc.,

7.8 Currency of Passes and PTOs

Single Journey pass	5 months
Return journey pass	5 months
PTOs	5 months
Settlement pass	5 months

Passes on transfer account can be issued for self, family, dependent relatives including father who are wholly dependent on the Railway Servant and residing with him. Passes may be issued to the family and the dependent relatives to settle in a place other than the new station of the employee and he is eligible for separate pass to join duty at the place to which he has been transferred. There is no limit as to the number of persons to be included in the transfer pass.

Kit passes are issued to employees for the carriage of households from the old station to the new station or another station where the employee wants to settle his family.

School cheque pass is given to the wards of an employee who are studying at a station away from the Headquarters of the employee to join either of the parents during vacation. It is also issued for some more study related purposes. Guardian is included in school pass when issued to boys up to 18 years of age and girls of any age. It is issued up to 6 singles per year in the class in which the Railway servant is eligible on privilege account.

Settlement pass is given to the Railway servant at the time of his settlement to the place of his choice. It should be availed within one year from the date of retirement. There is no limit for the number of persons to be included in the pass.

Cheque passes are also issued on sports account. In such case if anyone of the member of the team is eligible for I class all other members of the team are also given I class pass.

Medical passes are issued on the recommendations of the Medical authorities for attending hospitals. An employee can be issued with higher class of pass on medical grounds with an attendant in the same class at the discretion of the medical authority.

Emergency DutyPass is issued to the employees to perform official duties on emergency. Supervisory officials are authorised to issue EDP (Normally issued with maximum 7 days in advance & within local railway only)

Quarters allotments and Retention thereon

A Railway servant is entitled is provision of residential accommodation. The rent shall be charged for all quarters occupied by railway servants. The Railway Quarters are classified into different types and the same are furnished below:

8.1 Types of Accommodation and Eligibility

Sl.No	Category of Staff	Entitlement
1	Staff with Grade Pay equal to or less than Rs.1800/-	Type I
2	Staff with Grade Pay more than Rs.1800/- and upto 2400	Type II
3	Staff with Grade Pay more than Rs.2400/- and upto Rs.4200	Type III
4	Staff with Grade Pay more than Rs.4200	Type IV
5	Gazetted Officers with Grade Pay less than Rs.6600/-	Type IV
6	Gazetted Officers with Grade Pay Rs.6600/-	Type IV Spl.
7	Gazetted Officers with Grade Pay more than Rs.6600/-	Type V

The level of pay scale recommended by the 7th CPC are corresponding to Grade pay of 6th CPC holds good as per 7th CPC also.

8.2 Classification of Staff:-

For the purpose of allotment of quarters, Railway Staff are categorized into two categories, i.e. Essential and Non-Essential.Separate pools of allotments are maintained for Essential and Non-Essential staff.

8.3 Running Staff:

A separate pool of quarters should be maintained for the Running Staff. The number of quarters in such a pool should be proportionate to the strength of Running Staff as against non-running essential staff. Allotment of any quarter that falls vacant in this pool will be made to “Running Staff” only on turn as per the separate priority register.

The quarters of the loco running staff pool on vacation should be allotted only to the loco running staff.

Type-II Quarters may be allotted to employees in Pay Matrix Level – 1 in case at any location, Type-II Quarters are vacant and no one entitled for it is in waiting list, subject to condition that the license fee

shall be liable to be recovered would be of Type-II Quarters and not as per the entitlement for the employees in PML-1.

Rly Bd lr no:2018/LMB/10/16 Dt.18.04.2016.

If an officer is reverted to lower grade, his / her entitlement may be revised as per his PML. However, the officer may be allowed to retain the existing quarter till such time the quarter is made available as per reverted grade pay of the officer.

Rly Bd lr no:2018/LMB-II/2/26 Dt.24.04.2018.

8.5 Reservation for SCs/STs:-

Reservation of 10% in respect of Type-I and Type-II Railway Quarters should be made in favour of SC/ST employees in all the areas where the numbers in 50 or more.

Reservation in allotment of quarters will apply only in non-essential categories. The reservation is made against the total number of quarters at a station and not against the number of quarters in a particular pool where the number of quarters is less than 50.

Two waiting lists are to be maintained, one general waiting list and another special waiting list of SC/ST Railway Employees allotment against 10% quota in Type-I and Type-II, and 5% in Type-III and Type-IV.

The SC/ST employees who are senior enough and are covered in general waiting list in their turn will be given allotment from the general pool quota. The special list will be operated only if the accommodation provided on the general list falls short of this percentage.

The SC/ST employees allotted Railway Quarters on their own service length seniority in the general list are not to be adjusted against reserved quota.

For reckoning the number of quarters in place or unit, 50 should be the total number of Type-I and Type-II Quarters taken together in the place or unit.

The reservation percentage will be applied separately to Type-I and Type-II accordingly and the waiting lists have to be prepared separately for each type of Qtrs.

8.6 Out of turn allotment:

Out of turn register to be maintained separately. Based on the merits of the each case and date of registration in the out of turn register, is left the discretion of the competent authority.

The requests from the Physical Changed person appointed on the Railway under special schemes should also be entertained for registration in the out of turn register on merits of each case, with the due regard to the degree of their disability.

Requests from eligible dependents / specified relations of retired Railway Employees, and of deceased Railway employees who are appointed on compassionate ground, may be considered by the competent authority only on cases where the compassionate appointments have been made within the prescribed period of 24 months.

8.7 Retention of Railway Quarters:-

The retention of Railway quarters will be admissible on following various grounds.

Permanent Transfer:-

A Railway employee on transfer from one station to another which necessitates change of residence may be permitted to retain the Railway accommodation at the former station as under:

Sl.No	Applied for – On request by the employees	Period	Rent
1	Transfer Account	Two Months	On payment of normal rent or single flat rate of licence fee.
	Educational or Sickness account	Further period of 6 months	On payment of special licence fee, i.e. double the flat rate if licence fee / rent

Further extension beyond the aforesaid period may be granted on educational ground only, to cover the current academic session in which he / she was transferred on payment of special licence fee.

On educational ground to cover the current academic session only (i.e. end of the academic / scholastic session) plus 15 days. The end of academic / scholastic session shall in this case, mean 'Last paper of annual examination'.

8.8 Temporary Transfer:

During the entire period of Temporary transfer an employee may be permitted to retain the quarter at former place of posting on payment of normal rent.

In case where the temporary transfer is made a permanent one, the Railway employee may be allowed to retain the Railway quarters in the previous station for a further period as admissible on permanent transfer from the date in which the employee is informed about the permanent transfer.

8.9 On Deputation:

Railway employee while proceeding on deputation to any PSU including those of the Railways are permitted to retain quarters for a period of **two months** on payment of normal rent from the date in which they have joined the public sector unit.

8.10 Apprentices:

A Serving employee who is selected as apprentice either departmentally or through RRB may be allowed to retain the Railway quarters at the station from where he proceeds for training, during the period of his apprenticeship.

8.11 Surplus Staff:

Railway servants rendered surplus and posted at a new station be allowed retention of Railway accommodation already allotted to them at their respective previous places of posting on normal rent for a period of 3 years or till allotment of Railway Quarter at the new place of posting whichever is earlier. The period of 3 years will be reckon from date of issue of transfer orders.

8.12 Retirement:

The Railway servant on retirement including voluntary retirement / premature retirement / retirement on medical invalidation may be

permitted to retain the Railway accommodation for a period of **four months on payment of normal rent** and for the **next four months on educational or sickness ground on payment of double the normal rent**.

8.13 On Demise of the Railway servant:

The family of an allottee employee who dies while in service may be permitted to retain the Railway Quarter for a period of twenty four months on payment of normal rent from the date immediately after the date of death of an employee.

Where the deceased employee or his / her dependents owns a house at the place of posting in such cases retention of Railway Quarter shall however be permitted only for a period of 12 months.

This is also applies to audit staff doing Railway Audit work.

8.14 On Resignation / Dismissal / Removal:

The employee who resigns from service or is dismissed or removed from service may be permitted to retain the Railway quarters for a period of **one month** on payment of normal rent.

8.15 Competent Authority:

The DRM/ADRM is the competent authority for the following cases. The proposal should be routed through the Personnel Branch for the approval of DRM/ADRM.

a) For granting of retention / regularization of quarters.
b) In exceptional cases the allotment of exchange of quarters belonging to different pools in same type.
c) In exceptional cases the allotment of higher type of quarters.
d) For allotment of quarters on nearby station account.
e) Sharing of Railway Quarters / Government accommodation.
f) For allotment of out of turn basis etc.,

Note:- The supervisors / Branch Officers are not empowered to make out of turn allotment of Railway Quarters.

PROVIDENT FUND

10.1 Rates of subscription:

Every subscriber shall subscribe monthly to the fund when on duty, foreign service, deputation, temporary transfer from railway service to any other Government service or leave other than leave without pay.

10.2 Amount of Subscription:

The amount of subscription payable for any month shall be 81/3% i.e. one twelfth of the subscriber's emoluments for that month in the case of SRPF (Non-contributory) Staff.

10.3 Drawal of Advance:-

An advance may be granted to a subscriber from the amount standing to his credit in the fund.

The withdrawal of advance from the State Railway Provident Fund (SRPF) for the following purposes:-

- Illness of self, family members or dependents,
- Education of family members or dependents of the subscriber. Education will include primary, secondary and higher education, covering all streams and educational institutions.
- Obligatory Expenses viz Betrothal, marriage, funerals or other ceremonies.
- Cost of Legal proceedings,
- Cost of defence,
- Purchase of consumer durables,
- Pilgrimage and visiting places of eminence. This will include any travel and tourism related activities.

Limits & Recovery:

The limits of advance upto 12 months of pay or three-fourths of the amount at credit, whichever is less. The amount of advance will be recoverable in a maximum of 60 installments.

For sanction of the advances, no documentary proof is required to be furnished by the subscribers. A simple declaration by the subscriber explaining the reasons for advances would be sufficient.

RBE.No.63/2017

10.4 Withdrawals:-

The withdrawals from the state railway provident fund (SRPF) for the following purposes: -

- Education – this will include primary, secondary and higher education, covering all streams and institutions.
- Obligatory expenses viz. betrothal, marriage, funerals, or other ceremonies of self or family members and dependents,
- Illness of self, family members or dependents,
- Purchase of consumer durables.

The withdrawal of upto twelve months pay or three-fourths of the amounts standing at credit, whichever is less. For illness, the withdrawal may be allowed upto 90% of the amount standing at credit of the subscriber may seek withdrawal after completion of ten years of service only.

- Housing, including building or acquiring a suitable house or a ready built flat for his residence.
- Repayment of outstanding housing loan,
- Constructing a house on a site acquired,
- Purchase of house site for building a house
- Reconstructing or making additions on a house already acquired,
- Renovating, additions or alterations of ancestral house.

Subscriber may be allowed to withdraw the amount actually subscribed by him / her along with interest thereon standing to his credit or the actual cost whichever is less in the case of withdrawal under Housing, including building or acquiring a suitable house or a ready built flat for his residence and Repayment of outstanding housing loan.

In case of Purchase of house site for building a house, Reconstructing or making additions on a house already acquired, and

Renovating, additions or alterations of ancestral house heads withdrawal up to 90% may be allowed.

The sale of house for which SRPF withdrawal has been availed, the amount has to be deposited back to his PF account accordingly.

SRPF withdrawal for housing purposes will no longer be linked with the limits prescribed under HBA Rules.

A subscriber may be permitted to withdraw three-fourth of the amount standing at credit or cost of the vehicle, whichever is less for the following heads. The withdrawal for the above purpose will be permitted after completion of 10 years of service.

- Purchase of motor car / motor cycle / scooter etc or repayment of loan already taken for the purpose.
- Extensive repairs / overhauling of motor car.
- Making deposit to book a motor car / motor cycle / scooter, moped etc.

The withdrawal of upto 90% of balance without assigning reasons is allowed for Railway servants who are due for retirement on superannuation for upto two years before superannuation.

RBE.No.47/2017

National Pension System Beneficiaries

In National Pension System, a government employee contributes towards his pension from monthly salary of 10 % along with contribution from the employer of 14 %. The funds are then invested in earmarked investment schemes through Pension Fund Managers.

The Scheme is segregated into Tier-I and Tier-II. The operation Tier-I is done by Railway Administration and Tier-II is optional and operated directly by the subscriber.

The employee under the National Pension System is allotted a Permanent Retirement Account Number (PRAN). This is a unique number, by which the amount invested by the employee can be identified.

Tier-I :-All Government servants who join Government service on or after 01.01.2007, the employee contribution at 10% of basic pay and DA and employer contribution of 14 % shall be invested in the default schemes is mandatory.

Tier-II: -Tier-II is a pension saving account with a facility for withdrawal to meet financial contingencies. It is a voluntary saving scheme and can be participate by an employee who has been allotted PRAN.

As per the present guidelines of Pension Fund Regulatory and Development Authority (PFRDA), contribution towards pension will be invested in the default schemes of seven Pension Fund Managers (PFMs), viz, LIC Pension Fund Limited, SBI Pension Funds Pvt. Limited and UTI Retirement Solutions Limited, ICICI Prudential Pension Funds Management Company Limited, Kotak Mahindra Pension Fund Limited, HDFC Pension Management Company Limited and Birla Sunlife Pension Management Limited in a predefined proportion, which is mentioned in the Statement of Transaction. Each of the PFMs will invest the funds in the proportion of 85% in fixed income instruments and 15% in equity and equity linked mutual funds. Hence, the employees of Central Government and Central Autonomous Bodies need not mention the details of the schemes while filling up the application form.

Railway Board Letter No. 2010/AC-II/21/18 dt.16.08.2013 speaks about the modalities of withdrawal in NPS as below:

11.1 On Superannuation:

At least 40% of the accumulated Pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly Pension to the subscriber and balance is paid as lump sum payment to the subscriber. As envisaged in the above-mentioned Railway Board's letter, Annexure 1 (claim form) will be submitted for withdrawal of accumulated Pension wealth of subscriber.

11.2 Exit from NPS before the age of normal Superannuation (irrespective of cause):

Atleast 80% of the accumulated Pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly Pension to the subscriber and balance is paid as lump sum payment to the subscriber. As envisaged in the above-mentioned Railway Board's letter, Annexure 2 (claim form) will be submitted for withdrawal of accumulated Pension wealth of subscriber.

11.3 Upon Death:

The entire accumulated Pension wealth (100%) would be paid to the nominee / legal heir of the subscriber and there would not be any purchase of annuity / monthly pension.

The benefits under "Railway Services (Pension) Rule, 1993" were **provisionally extended** to those who are discharged on invalidation / disablement and by the families of such employees who have died during service since 01.01.2004.

11.4 Partial Withdrawal:

All the NPS subscribers who have been under the NPs for three years or more are permitted to avail non-refundable partial withdrawn from their own contributions to the extent of 25% up to three times for specified reasons.

11.4.1 Procedure:

The eligible subscribers need to submit their applications for partial withdrawal to the respective nodal officers / POPs along with the

supporting documents to substantiate the reasons for their for partial withdrawals.

To make it simple, online and paperless in the interest of subscribers, the subscribers to allow partial withdrawal based on “Self-Declaration”.

The subscribers shall also have the option for submitting partial withdrawal requests off line with “Self- Declaration” to the associated nodal officers / POPs.

Reasons:-

- Higher education of his / her children.
- Marriage of his / her children.
- Purchase of Construction of residential house or flat
- Treatment of specified illness such as Cancer, kidney failure, primary pulmonary arterial Hypertension, multiple sclerosis, major organ transplant, coronary artery bypass graft, aorta graft surgery, heart valve surgery, stroke, myocardial infarction, coma, total blindness, covid19, paralysis and accident of serious / life threatening.
- For meeting expenses of skill development / re-skilling or any other self-development activities.
- For establishing his / her own venture or any start-up.
- To meet medical and incidental expenses arising out of the disability or incapacitation suffered by the subscriber.

RBE.No:08/2021

EMPLOYEES CHARTER

S.NO	ITEM	TIME LINE	
1	Redressal /Disposal of staff grievances/ representations received in different portals like single window cell, CP-GRAM, Samadhaan (including cases of Re-Fixation, Seniority, MACP, Arrears, promotion, etc)	30 Working Days from receipt of Application.	
2	Personal interview with DRM	Same day (if DRM is not available, then interview will be with ADRM concerned.)	
3	Compassionate Appointment	Cases Approved at Divisional Level.	90 Days
		Cases Requiring Approval from HQ	60 Days in Division + 30 Days in HQ
4	Payment of Settlement Dues	Superannuation: On date of retirement	
		VRS/Death/Resignation: 60 Days (for non-disputed cases only)	
5	Promotion through Selections and Suitability.	Within One year of issue of previous panel	
6	NOC for own request transfer including mutual transfer.	Disposal of Application within 15 Working Days of receipt (Either forwarding of application or rejection of case)	
7	Sending call letters to Candidates selected through RRB and RRC Including verification of panel from RRB/RRC.	Within 30 Working Days of operating of panel.	
8	A) Approval of various types of Advances /Loans. B) Disbursal of Advances/ Loans & Arrears after approval.	Administrative Sanction Within 7 Working Days. With Salary in the next billing cycle (as applicable).	
9	P.F Withdrawal	Administrative approval of competent authority within 7 Working days of receipt of application. Disbursal to be done within 7 days from the date of approval.	
10	Issue of P.F. Statement	Same Day	

S.NO	ITEM	TIME LINE	
11	Viewing of Service Record.	Once a year.	
12	N.O.C for Higher Education, Property Transaction, Passport, Deputation.	14 Working Days from receipt of Application where vigilance clearance is not required & 30 Days in other cases.	
13	Disposal of D&AR Cases.	Major-150 Days Minor-31 Days	
14	Issue of Pass/PTO	1 Working Day	
15	Sanction & Payment of CTG/OT/TA	Sanction within 45 Working Days from date of receipt of claim from employee Disbursal to be done with salary in the next billing cycle (as applicable).	
16	Provision of Essential Amenities for staff	Provision of Ladies Toilet and Changing Room in offices where there are more than 5 female employees working	By March 2018
		Whitewashing of office buildings (including Station)	Every year
		Filtered Water for identified/nominated offices.	Within 60 days of issue of charter.
		Fans and Desert coolers in identified/nominated offices.	Within 60 days of issue of charter.
		Provision of PC & internet connectivity as per stipulated norms.	Within 60 days of issue of charter.
17	Disposal of leave applications	a) Casual Leave : 1 Working Day b) LAP/Maternity Leave/Paternity Leave: 7 Working Days c) Ex-India:30 Working Days	
18	Issue of Seniority list	Once Every Year	

(RBE.No:157/2017)

Unique Medical Identity Card (UMID)

14.1 Introduction

Unique Medical Identity Card (UMID). The module is envisioned as a hope for better service delivery to the medical beneficiaries in Indian Railways.

- UMID is a web application which will generate smart Medical Identity Cards, with unique all India numbers and issued to the employee pensioner as well as each dependent, individually & separately.
- Web and Mobile application for e-validation of identity of Railway Medical beneficiaries.
- Registration, Approval and Card Generation Process is done completely on electronic platform. This includes the continuous revision of beneficiary details dynamically.
- End-to-end solution for Medical Identity with complete Rule integration with built-in validation.
- Humanistic Technology & Good Governance elements combine to deliver Customer convenience and flawless Service.
- Card-independent system: Biometric & QR code systems along with integrated database of Pan Indian Identity numbers (PF no./PAN/ Aadhar / PPO / Registered Mobile No. etc) to facilitate identification and validation without physical card also.
- Universal Applicability and Scalability to use the same software for any number of units or for Indian Railways as a whole.
- Continuous Validation mechanism for regular updation of beneficiaries with back-end process. Thereby the cards are updated automatically for downloading anytime by employees in their mobiles or computers. QR code & Medical ID card Numbers remain unchanged while the details get dynamically updated in the database.

- Registration for change of Health Units across units is facilitated on online application.
- Hospital-wise Registered users database will facilitate debits and credits initiation for Inter Hospital Administration.
- Interfacing with Hospitals for automatic generation of OPD slips.
- Interfacing with Referral Hospitals plausible for authentication through Biometrics
- Interfacing with Hospitals tied up under CTSE scheme is possible for authentication through Biometrics.
- Dynamic updation of Level of entitlement of Hospital Wards for Medical beneficiaries in Railway empaneled Hospitals as per the Rly. Bd's Lr.No. 2016/D1/11/69/Hospital Recognition, dt.08.05.18.
- Colour schemes of the card are adopted as per the Rly. Bd's Lr. No. 2018//Trans.Cell /Health/Medical Card, dt. 04.01.2019to identify the beneficiary separately and apparently as employees (Blue – Blue strips); Pensioners (Green – Green Strips); Dependents (Blue/Green - Yellow strips).
- The Numbering scheme is adopted to remain unique across all the units in Indian Railways so as to facilitate availing medical services from any other units by their unique identification and validation.

14.2 Access to Web site:

Use the following URL to access to the web site for all the services related to Medical Identity Card www.digitalir.in/umid/

This web site can be accessed through PCs & Mobile browsers having internet connection. It is not restricted to Rail Net connection.

The mobile users can access to the application from Google Play Store under the following logo (UMID – Indian Railways) Indian Railway

14.2 Check-List for Submission of Application

As a ready reckoner the following is the check list for mandatory fields and documents to be scanned in JPEG/JPG/PNG format for advanced preparedness to initiate the application in a full-fledged manner.

- Photograph of Employee & all the dependents

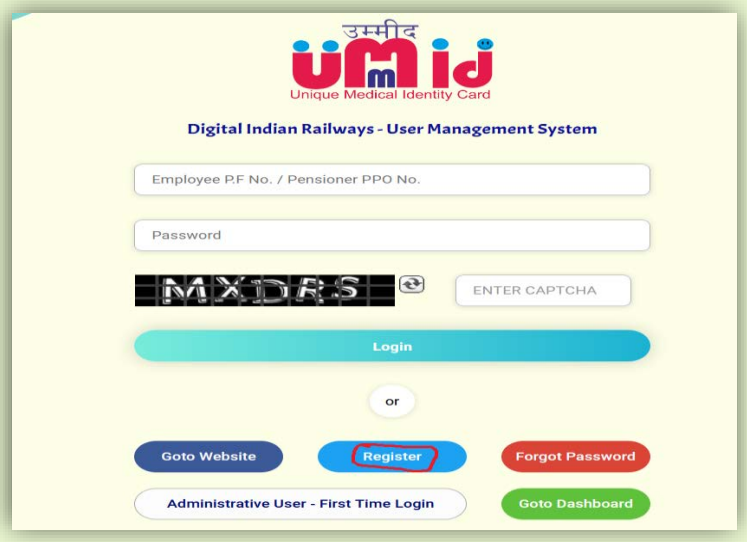
- Signature of Employee
- Old Medical ID card of employee OR Pass/PTO declaration with Supervisor signature & Stamp
- ID proof of all individual dependents

Relation with employee	Marital Status	Documents required
Mother	Widow	Father Death Certificate
Step-mother	Widow	Father Death Certificate
Son	Unmarried	If student above 21 yrs, Bonafide Certificate
Daughter	Divorced	Divorced Degree
Daughter	Widow	Marriage Certificate & Death certificate of her husband
Step-son	Unmarried	If student above 21 yrs, Bonafide Certificate
Step-daughter	Divorced	Divorced Degree
Step-daughter	Widow	Marriage Certificate & Death certificate of her husband
Brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Step-brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Sister	Unmarried	Father Death Certificate
Sister	Divorced	Father Death Certificate and Divorced Degree
Sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband
Step-sister	Unmarried	Father Death Certificate
Step-sister	Divorced	Father Death Certificate and Divorced Degree
Step-sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband

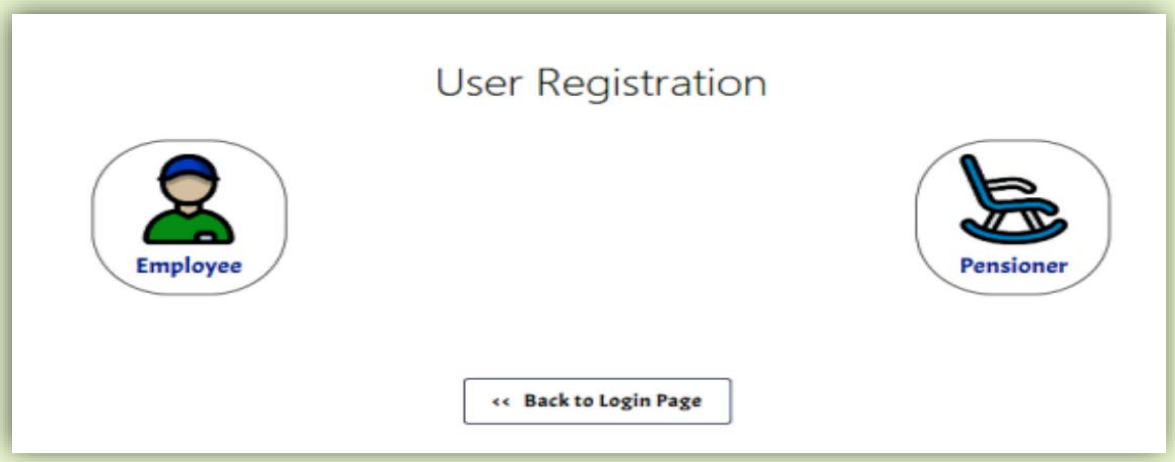
In case of Physically / Mentally challenged dependents – Railway Doctor Certified Medical certificate to be uploaded.

14.3 Employee Registration Process

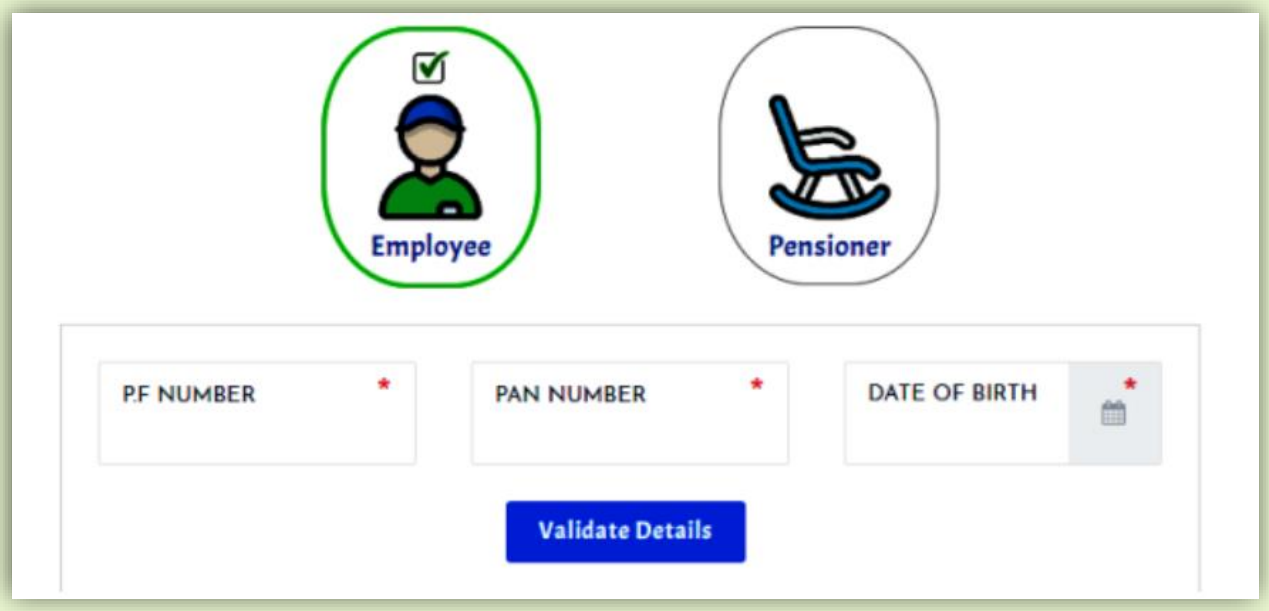
1) Employee has to click on 'REGISTER' on Website Homepage: digitalir.in/umid (or) Go to the Log-in Page and click on 'REGISTER'



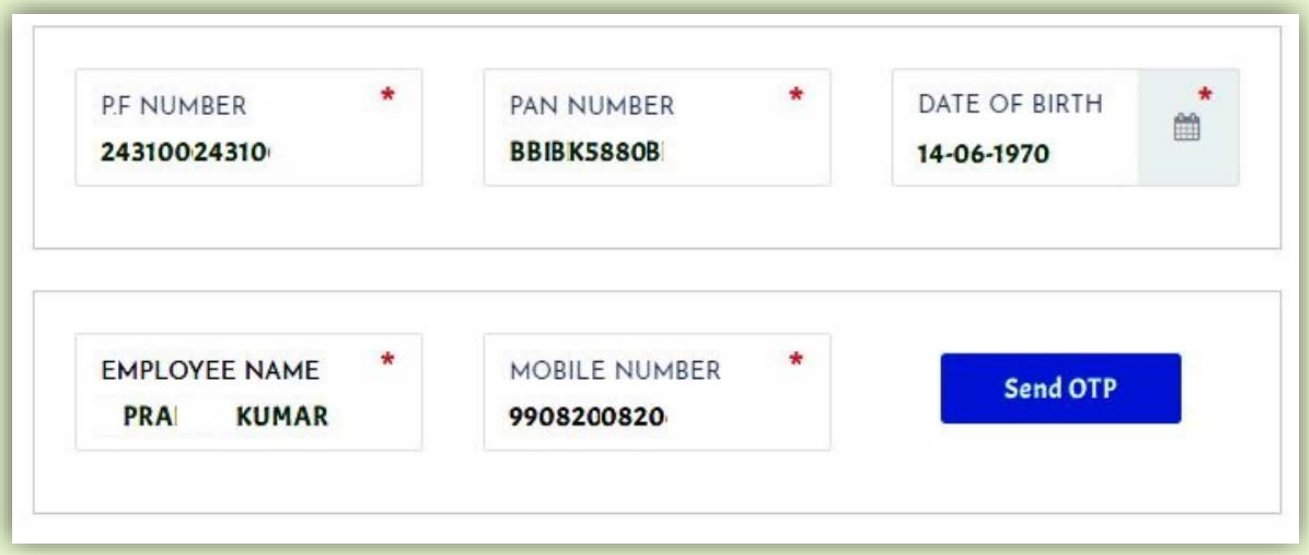
2) Employee has to Select Type of User as ‘EMPLOYEE’



3) Now three Validation fields will be displayed for input:
a. PF Number (It has to be 11-digit Alphanumeric code);
b. PAN (It has to be 10 digit Alpha Numeric code);
c. Date of Birth (It has to be in DD-MM-YYYY format)

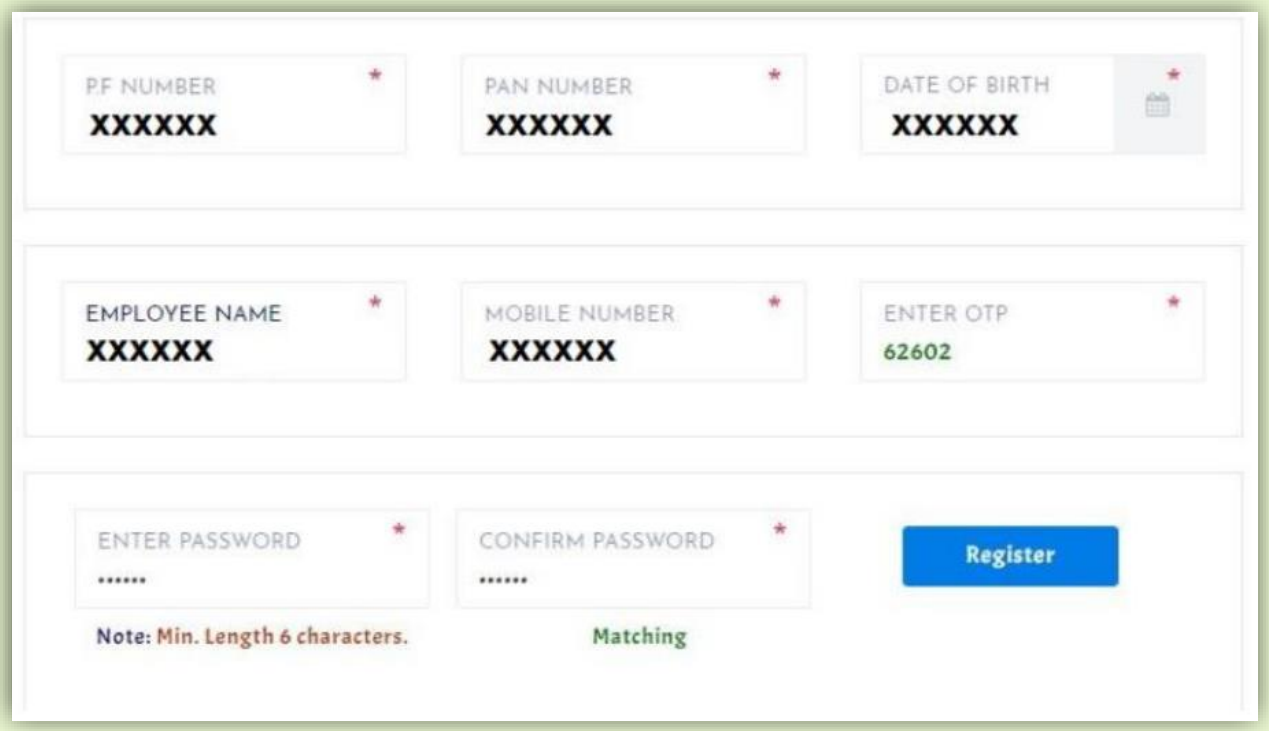


4) After entering the particulars, the employee has to click on ‘VALIDATE Details’ button
5) Now the NAME of the employee associated with the validated particulars will be displayed for confirmation.
6) If details are matched, employee can proceed to Register MOBILE NUMBER.



7) OTP will be sent on the provided mobile number which has to be fed to VERIFY OTP.

8) After confirmation of OTP, the system will prompt for SETTING PASSWORD.



9) Now the Employee is ready to LOG-IN with PF Number as User ID & Password as set in the Registration process.

14.4 Employee Log-in & Dashboard

1) Employee has to go to the Log-in Page (digitalir.in/umid)
2) Enter the user credentials:
    a. PF Number as User ID
    b. Password as REGISTERED

3) Select User Role as EMPLOYEE/ADMINISTRATOR on top of the page. (This step is required only if the Employee has been assigned with Admin rights).
4) Click on the UMID (Employee) Tab on the Dashboard

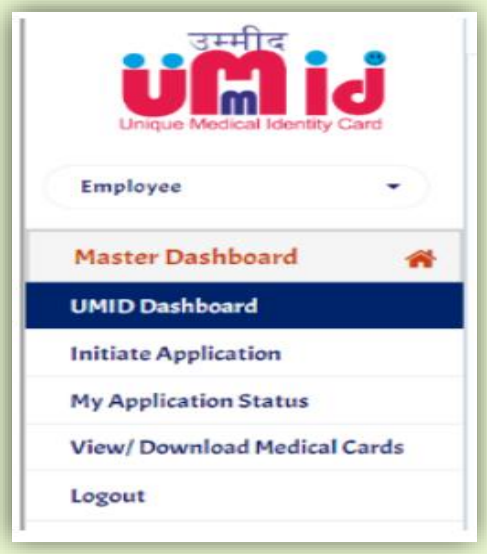
5) Now the Side-bar MENU will be available for view on the left side.
6) You will find 4 items in the Menu for navigation:

a. DASHBOARD (To view the employee Basic particulars fetched from backend database).

b. INITIATE APPLICATION (To start the Application process).

c. MY APPLICATION STATUS (To track the status of the application after it has been submitted).

d. VIEW/DOWNLOAD MEDICAL CARDS (To view the cards after they are generated)



14.5 Verification of Back-end Data (EMPLOYEE)

1) The user has to LOG-IN as EMPLOYEE
2) Go to the MENU on the Side-bar and click on DASHBAORD
3) BASIC DETAILS are displayed on the main page for verification.
4) If details are found correct, then PROCEED for INITIATING THE APPLICATION process.
5) In case of ERRORS, there are 2 REMEDIAL ACTIONS suggested:
a. Approach BILL CLERK for RECTIFICATION in IPAS.
b. Approach ADMIN to UPDATE in UMID.

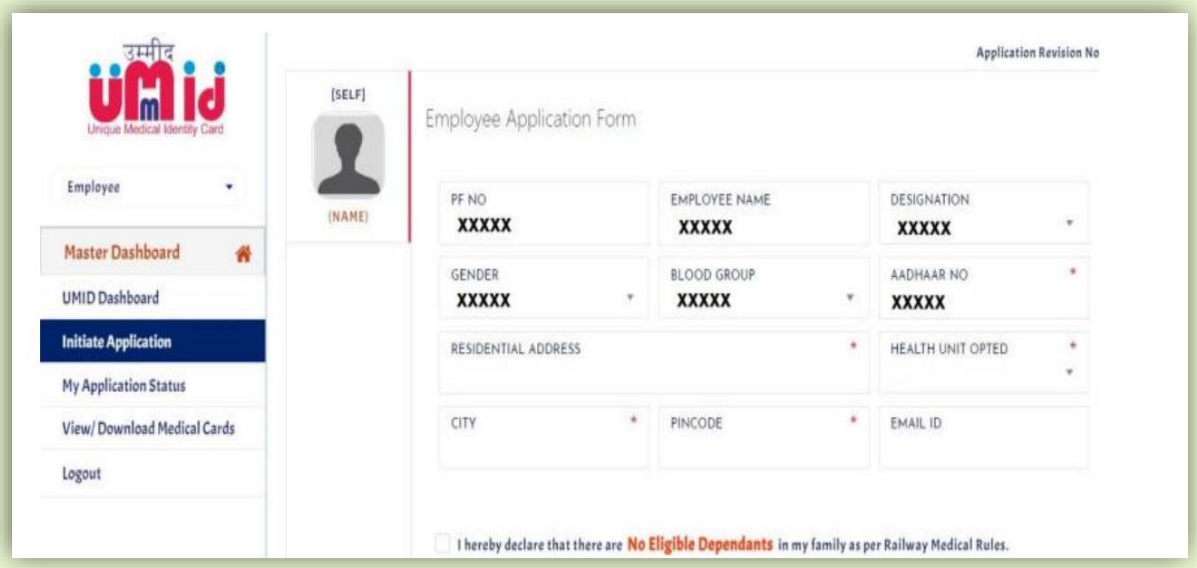
14.6 EMPLOYEE APPLICATION PROCESS

- Employee has to LOG-IN in the UMID Portal;
- Go to the MENU bar and click on INITIATE APPLICATION.

(Application form will have 2 stages for SELF & FAMILY).

A) SELF Form: It is a simple form and it requires bare minimum fields since the most of the required information is already maintained in the backend data taken from IPAS.

1) The employee form requires input for 6 fields only. They are Gender, Blood Group, Aadhar number, Address, Hospital opted and email.



2) After entering these details, there is a declaration option if there are 'NO ELIGIBLE DEPENDENTS' in the Family. If yes, it will cut short the Family Form. If not, this declaration can be ignored.

3) By clicking on VALIDATE button, the details will be saved and employee can proceed to UPLOAD DOCUMENTS.

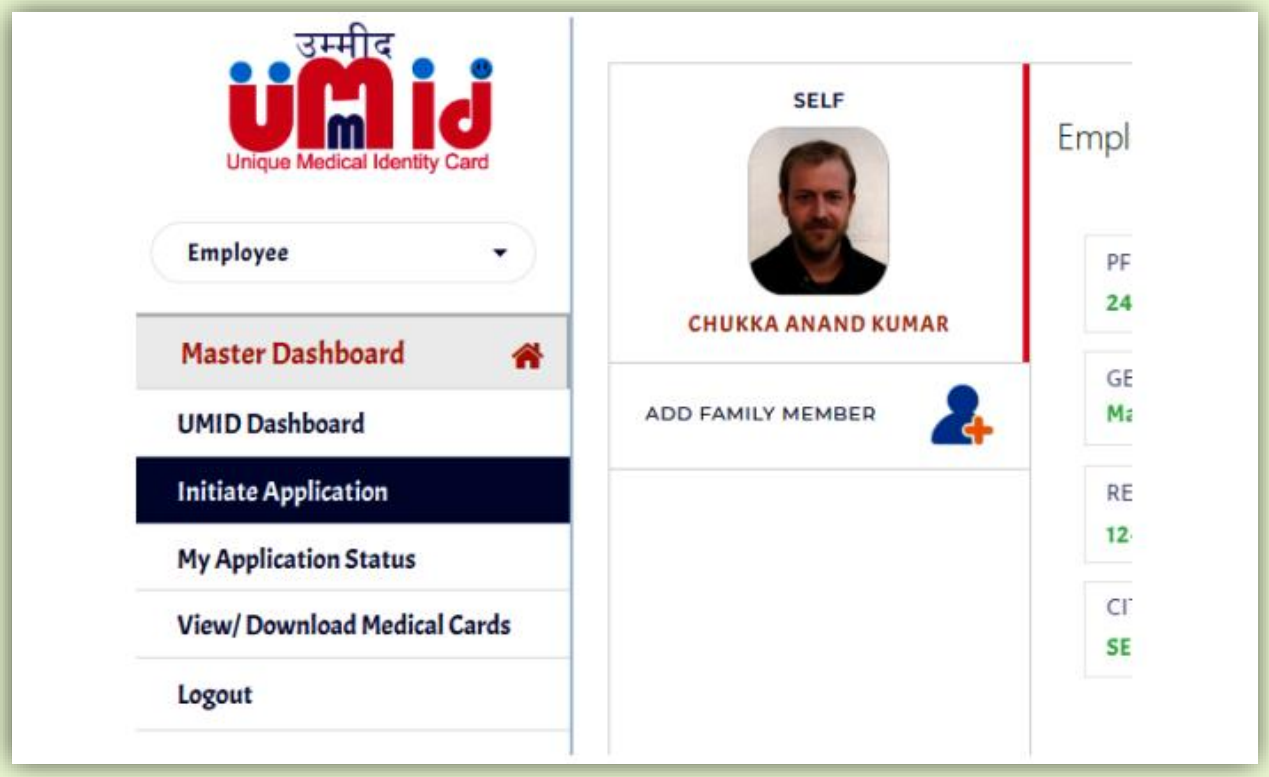
4) To UPLOAD DOCUMENTS the Employee has to select the files from Mobile or a PC. Normally 3 documents are required for uploading in Employee form. They are photograph, scanned Signature and old medical card. If old medical card is not available, then the Pass/PTO declaration form can be uploaded duly countersigned by Supervisor/Controlling Officer. In addition, any other relevant documents can be uploaded against ADDITIONAL DOCUMENT field.

5) The uploaded images can be CROPPED & COMPRESSED by double-click on the uploaded image thumbnails.

6) To confirm the completion of uploading of documents, employee can click on UPDATE DOCUMENTS. With this, the employee form is completed.

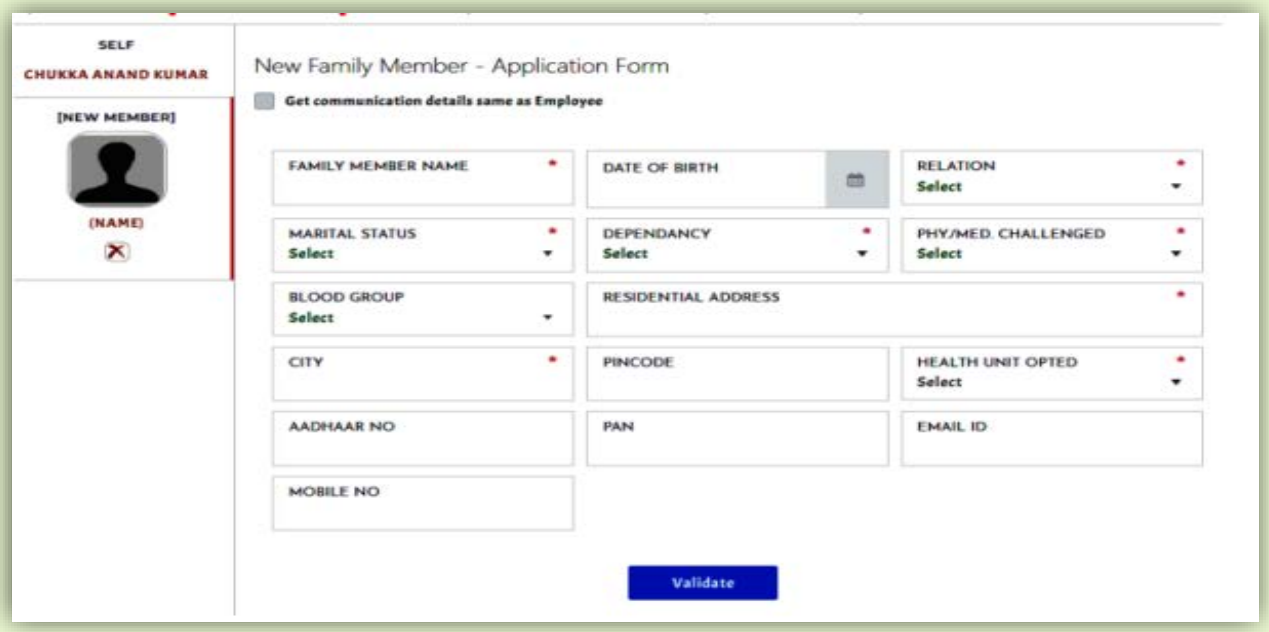
B) ADD FAMILY MEMBERS

1) If you Click on ADD FAMILY MEMBER below the Employee tab, new form for family member will be displayed



2) On top of the form, Check the box to fetch the Communication details, same as in Employee form.

3) Family Form will have 13 fields to be filled up. They are Name, Date of Birth, Relation, Marital Status, Dependency, Disability status, Blood Group, Address, Hospital opted, Aadhar, PAN, email and Mobile Number



4) Since there is no readily available database for family members, this information requires to be filled as a onetime measure. Although most of the information is not mandatory, the information if filled completely will help in extending more services in future for family members directly.

5) After entering the details, the employee can VALIDATE to save the particulars.

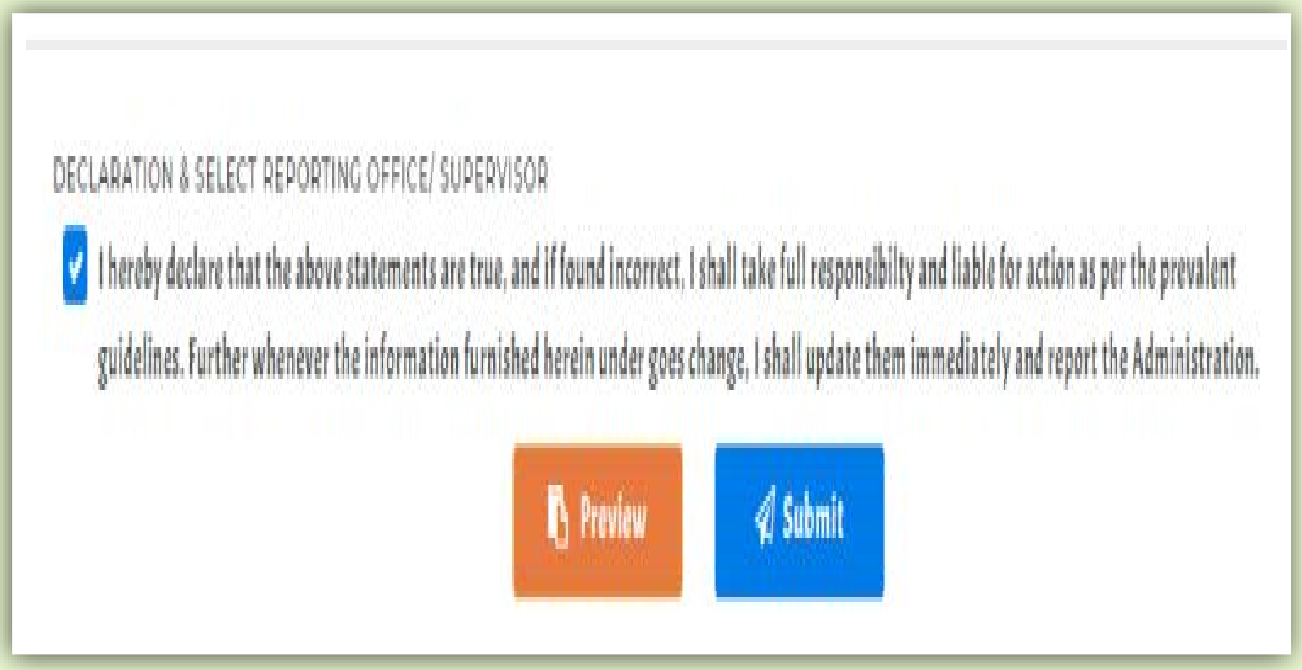
6) Based on the Family composition and conditionalities attached with dependents, the DOCUMENTS REQUIRED will be tagged by the system itself.

7) Uploading the indicated documents is compulsory. Commonly applicable documents are Photograph, ID proof, proof of Relation etc. Specific documents such as Disability Certificate, Divorse Deed etc will be variable as indicated in the Check-list.

8) By UPDATING THE DOCUMENTS, the family form gets saved. However, the same can be edited subsequently but before SUBMISSION of form. When EDIT details option is exercised, the employee has to fill the form again and documents are to be uploaded again because the REVERSE PROCESS LOGIC will be applicable.

9) Any number of Family members can be added along the same procedure.

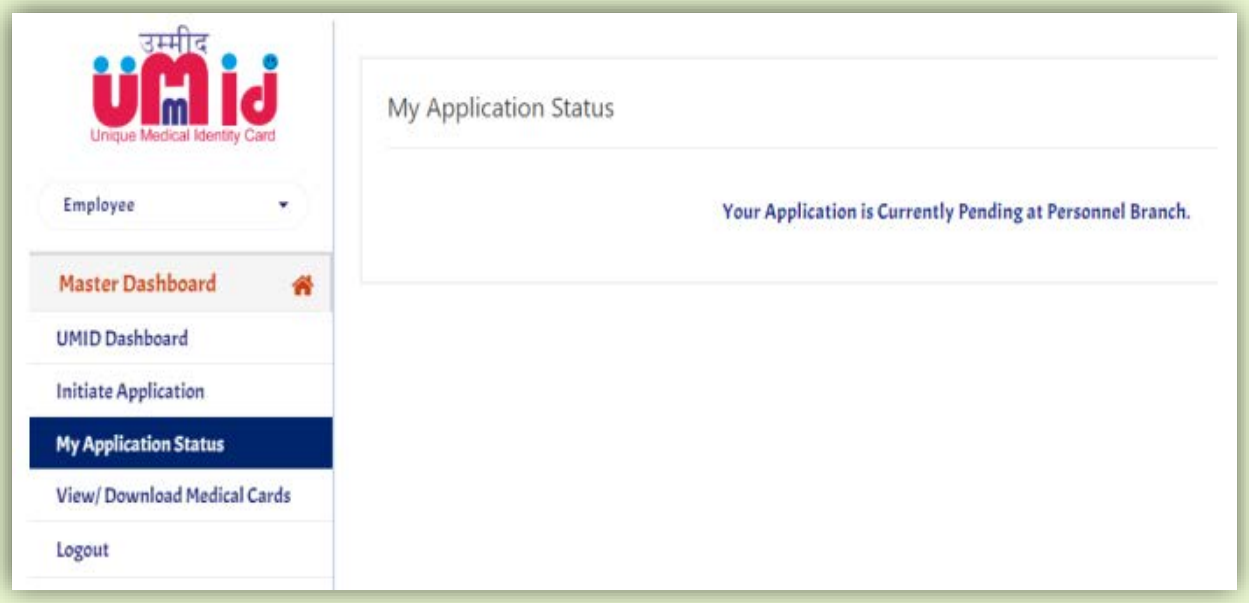
10)After adding all the family particulars successfully, the employee has to check the DECLARATION that the details are correct and the form can be SUBMITTED.



11)Now the form is submitted and the status of the application can be tracked under 'MY APPLICATION STATUS' in the Menu.

14.7 How to Track Employee Application Status

1) Login as Employee
2) Go to Menu side bar and click on MY APPLICATION STATUS.



3) Status of the application can be seen on the dashboard as to with which user the case is pending currently.
4) If there are any complaints on the status of the application, the employee can raise a SERVICE REQUEST to the UMID ADMIN.

14.8 How to Download Medical Cards (EMPLOYEE)

1) Log-in as employee
2) Go to menu Sidebar and Click on VIEW/DOWNLOAD MEDICAL CARDS
3) All the medical cards of the eligible family members including employee will be displayed on the dashboard.
4) They can be saved in Mobile (or) Print on Paper/Card (or) Print only the QR Code.
5) Any of the mechanism will help the employee/dependent to show them in the Hospital counter or Kiosk for OPD slip generation.

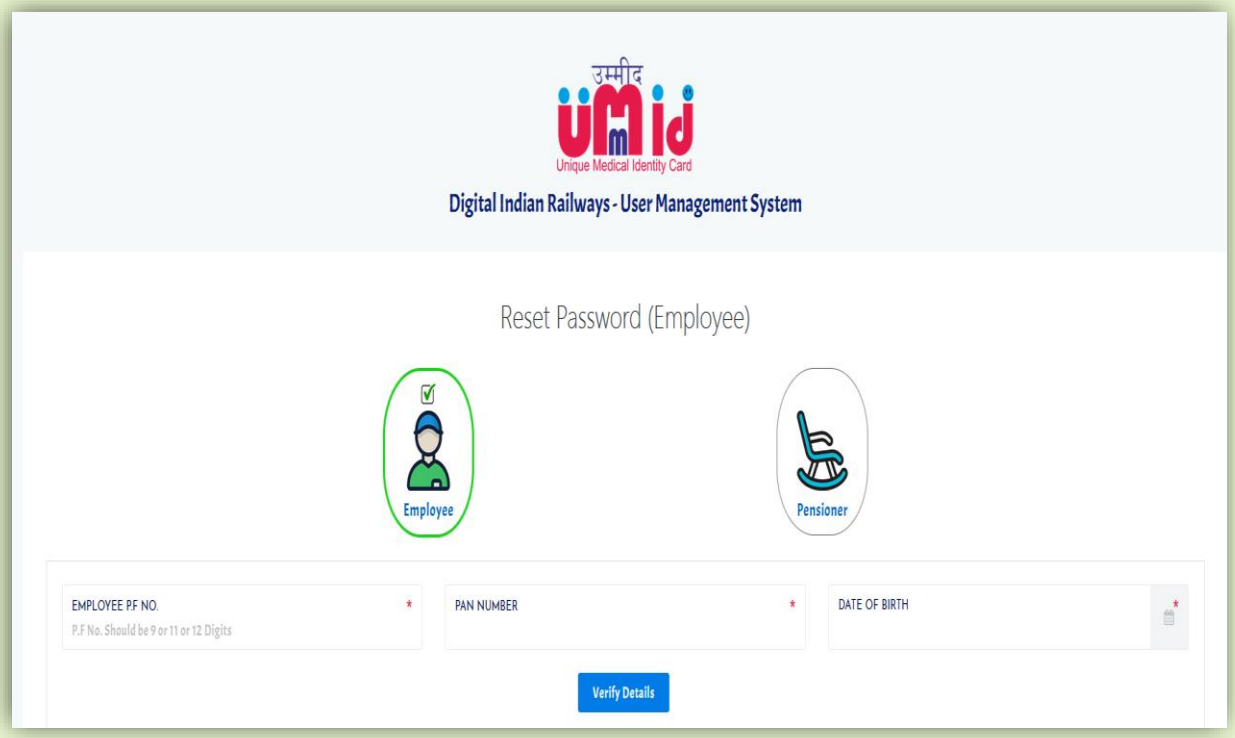
14.9 Employee – FORGOT PASSWORD Procedure

1) Go to LOG-IN page of UMID
2) Click on FORGOT PASSWORD (at the bottom of the log-in box.)

3) Select TYPE OF USER as EMPLOYEE
4) Enter VALIDATION Particulars:

a. PF Number
b. PAN
c. Date of birth

5) Click on VALIDATE button



6) Display of NAME & MOBILE Number for confirmation.
7) Enter OTP and VERIFY
8) Set NEW PASSWORD and confirm by clicking on RESET.
9) Now the Employee can login with new credentials.

Railway Employee Self Service (RESS)

Introduction:-

An online system for Indian Railway employees (Staff and Officers) has been developed by Centre for Railway Information Systems (CRIS). Now Railway employees can use this application to view their Personal Bio-data, Service and Pay related particular, Salary details, Provident fund/NPS details,Salary related loans & advances, income tax details viz., IT Projections (including monthly deductible amount),Leave, Family details, and to download Pay slips etc.

RESS is developed by CRIS under AIMS portal, works best in Modern Browsers like Google Chorme, Mozilla Firefox etc.

This applications can be accessed using any of the following links:-

1. By clicking "Self Service Portal" link on Home Page of AIMS Portal (https://aims.indianrailways.gov.in)

2. By directly typing following URL in the browser https://aims.indianrailways.gov.in/mAIMS

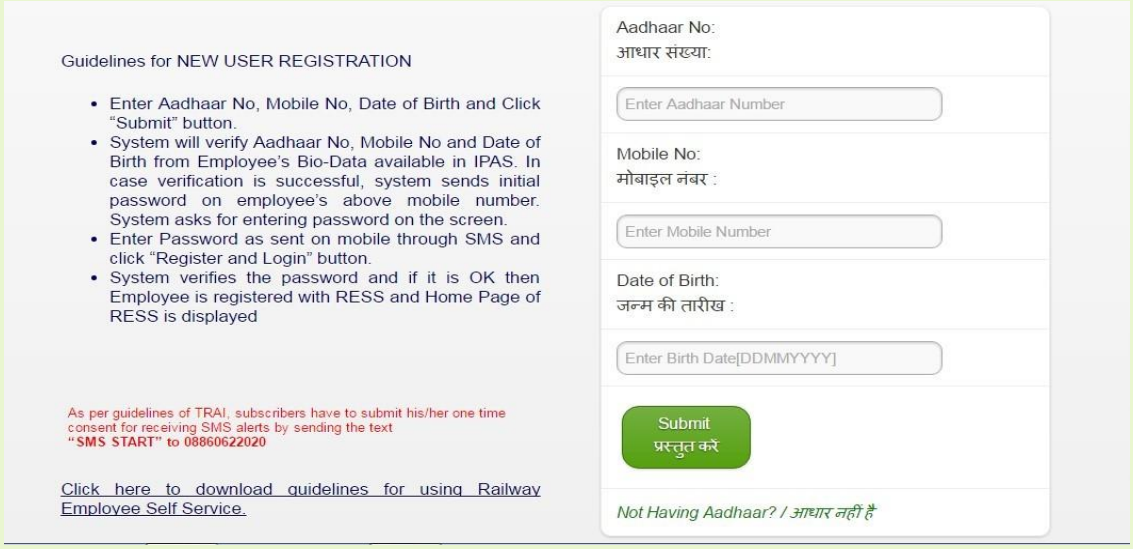
Registration with Railway Employee Self Service:-

- For Registering with Railway Employee Self Service, an employee should ensure the following 2 Points:-
- Aadhaar Number, Mobile number, Date of Birth is updated in IPAS. Permission to update Aadhaar Number and Mobile No is available with Pay Bill Clerks. Aadhaar Number and Date of Birth are being printed in Pay slip.
- Since initial password is sent on employee's mobile, consent is required to be sent to SMS Server by sending an SMS to a designated Number. This is mandatory as per TRAI guidelines. This is one time exercise and subscriber has to send an SMS with content as below to 08860622020.

- Please note that without subscribing SMS alert as above, it will not be possible to get initial password on your mobile and mobile application cannot be used.

New User Registration: -

A screen (as below) asking for Aadhaar No, Mobile No and Date of Birth will appear.

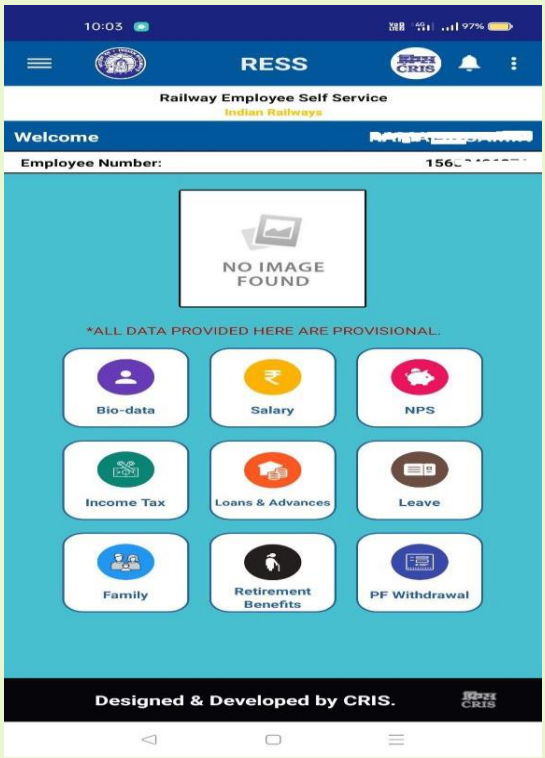


Enter your 12 digits Aadhar number, valid mobile number, (i.e. Valid mobile number and Aadhaar number present with your Bio-Data) and Birth date and then > Click on submit button.

Duly verifying the data, system sends initial password on employee's above mobile number.

After the login to the RESS Portal the following details may be viewed by the employee. The screen shot is appended below:

- Bio-Data
- Salary Details (Pay Slip can also download)
- Income Tax (IT Projection and Form 16 can also download)
- Loan & Advance.
- Leave Details.
- PF / NPS Details.
- Family details.



Human Resource Management System (HRMS)

As on Date 10 Modules are implemented in Indian Railways are under

Sl. No.	Modules
01.	IRHRMS-ESS
02.	Loan &Advances(PF)
03.	Employee Master (EMD)
04.	E-SR
05.	Pass
06.	Office Order
07.	Grievances
08.	Settlement
09.	Transfer
10.	APAR

16.1 Employee Self Service (ESS)

- Employees can update their Profile, such as Mobile Number, e-mail ID and Photo.
- Employees can update the Details such as Basic Info, Family, Communication Info, Personal, Qualification and Current date in Employee Master Data and in E-SR such as Initial Appointment, Awards, Promotions, Transfers, Nominations, Training Details, Publication Details and Deputation Details.
- Using this Module, employees are now able to submit their Applications for Inter Railway, Inter Divisional, Intra Divisional Transfer and also Mutual Applications (IRMT, IRDT).
- Seniority Representation and Accept their Seniority is also available as and when Seniority Modules implemented.

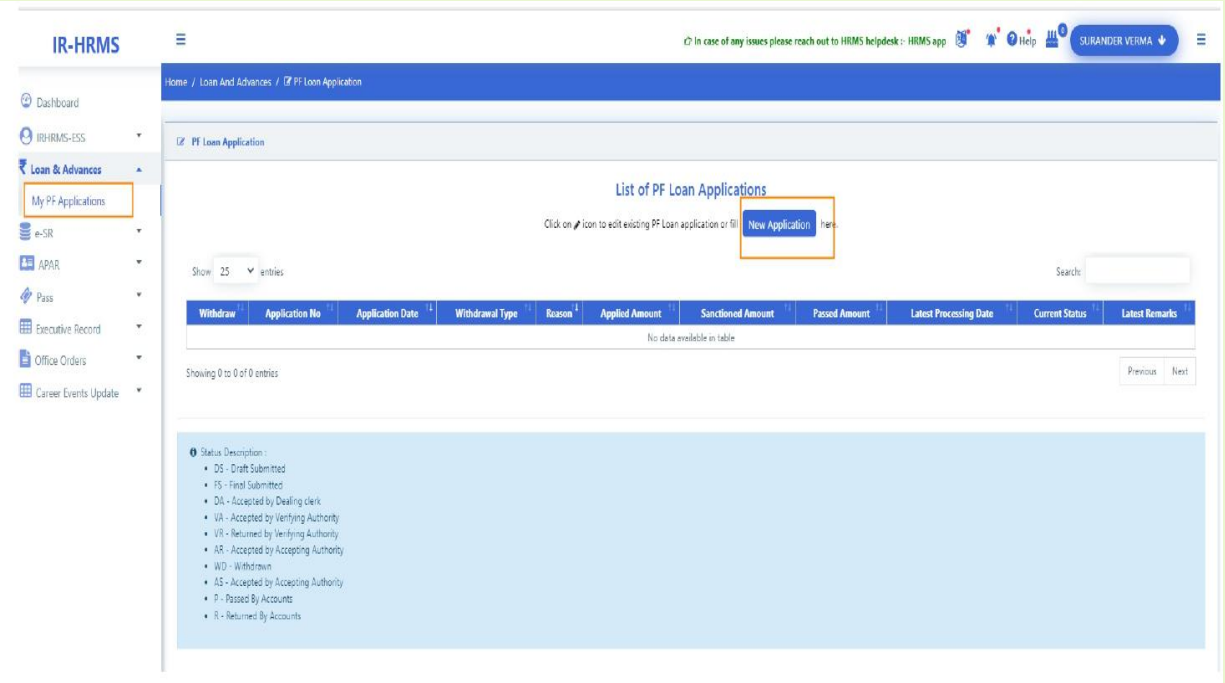
16.2 Loan & Advances: -

- Employees those appointed on or before 01.01.2004 are eligible to withdraw from Provident Fund amount or get advance from the fund.
- From 01.01.2021 onwards, PF withdrawal / Advance are processed through HRMS Portal under Loan & Advances Modules.
- Employees can track their PF Application and also see their earlier withdrawal details.

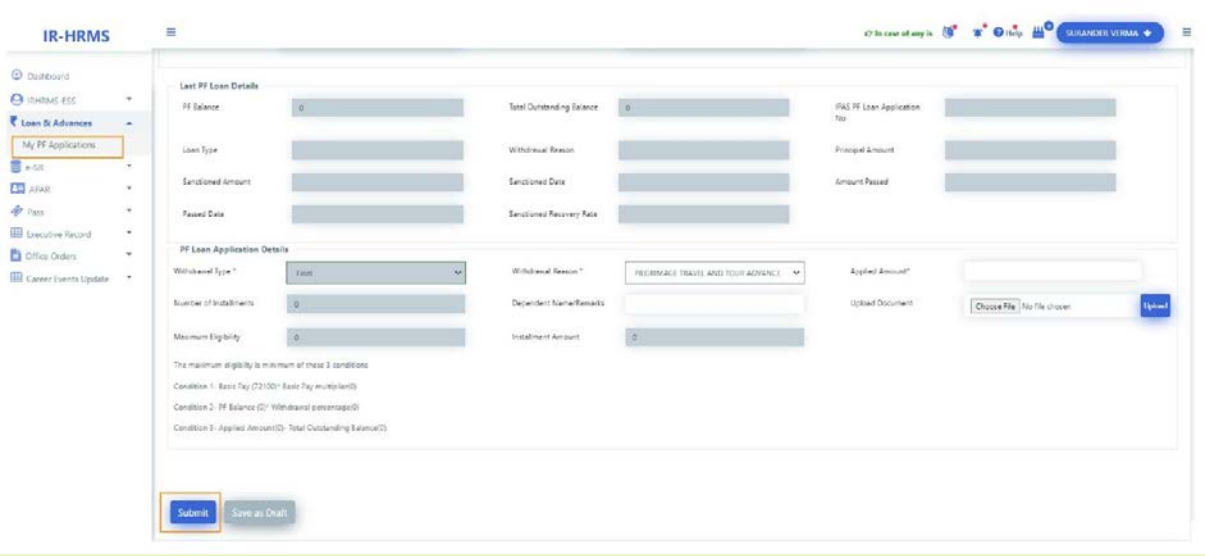
- Employees appointment on or after 01.01.2004 and in New Pension Scheme, the Module will not be applicable.

Procedure:-

- Employee has to login to HRMS portal with his ID
- Click on Loan and Advance > My PF applications dashboard.
- Click on the New Application Button to apply for PF loan.



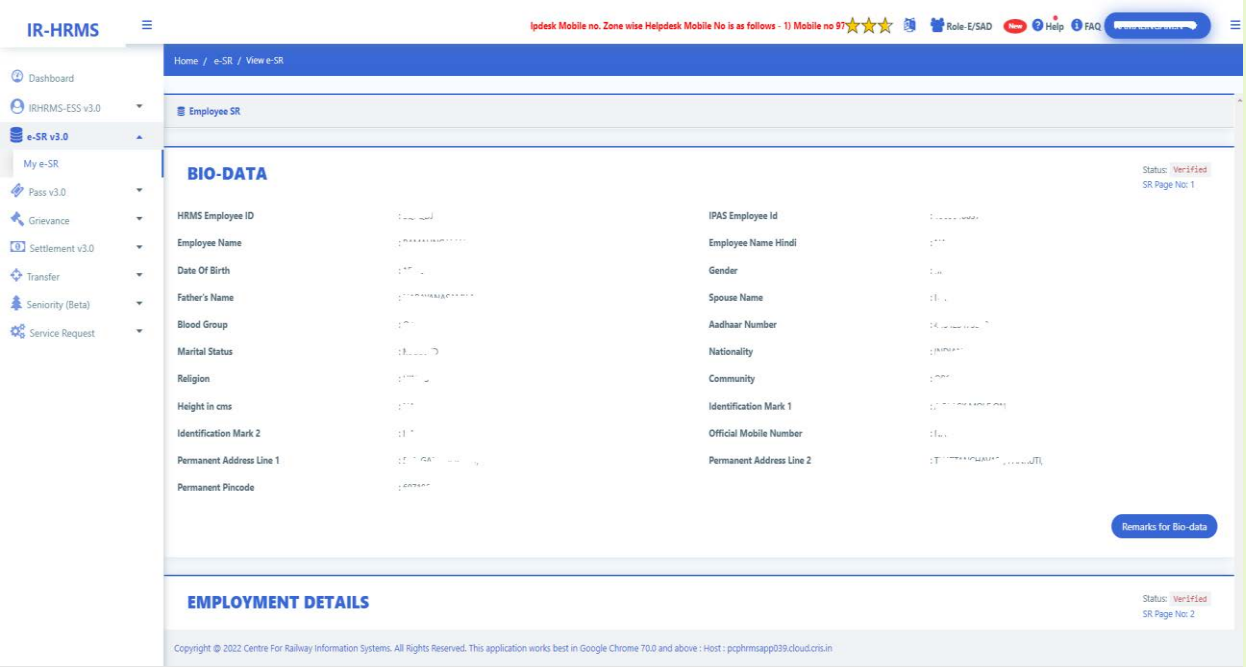
- Fill all the mandatory fields and upload the necessary required documents justifying the PF Loan withdrawal reason.



- Click on the Submit Button duly enter the OTP which is received in registered mobile number.

16.3 E-SR: -

- E-SR (Employee Service Register) will be record every detail such as initial appointment details, Awards, Punishments, Promotions, Pay Changes, Nominations, Transfers, Training Details, Leave Details, Publications, Deputation.



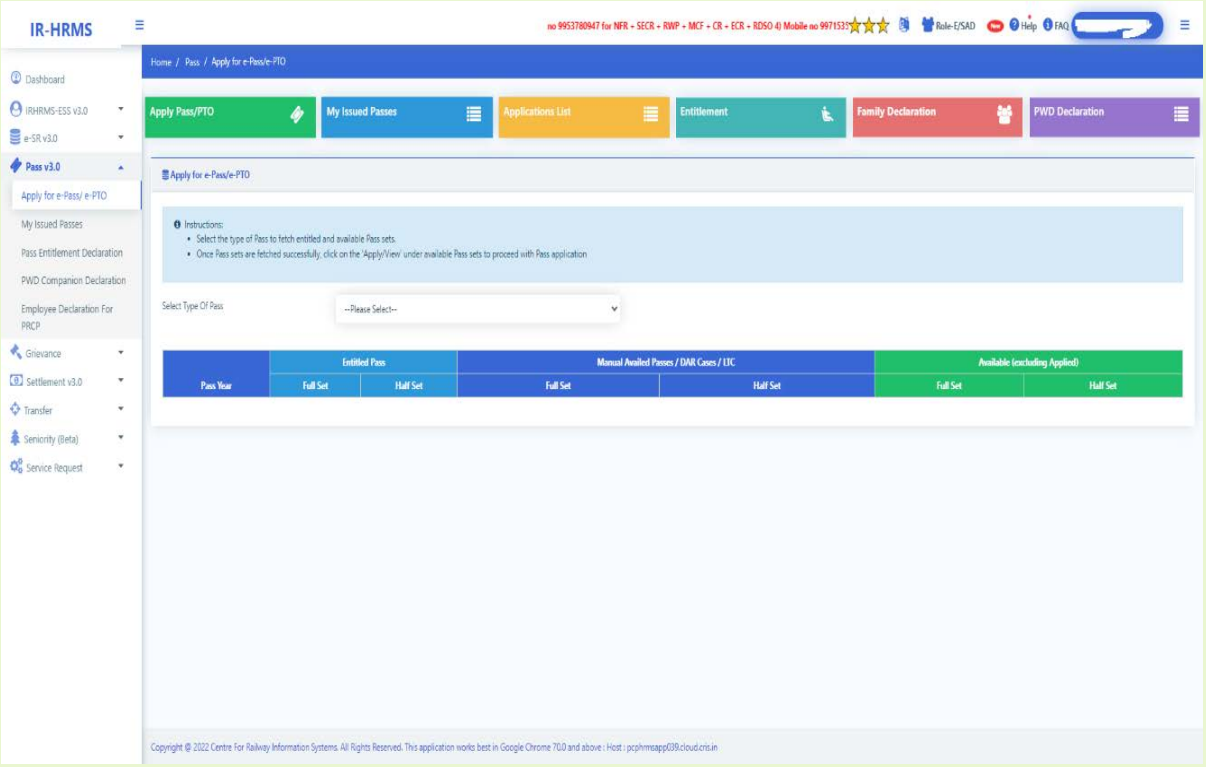
- Employees can view their Service particulars in digital form in the E-SR of HRMS portal.
- The list of heads available in the E-SR dashboard are furnished below:
    - Bio-Data
    - Employment Details
    - Family
    - Qualification
    - Nominations
    - Awards
    - Punishments
    - Pay Change History
    - Promotions
    - Transfers
    - Trainings
    - Leaves
    - Publications
    - Deputations

16.4 e-Pass: -

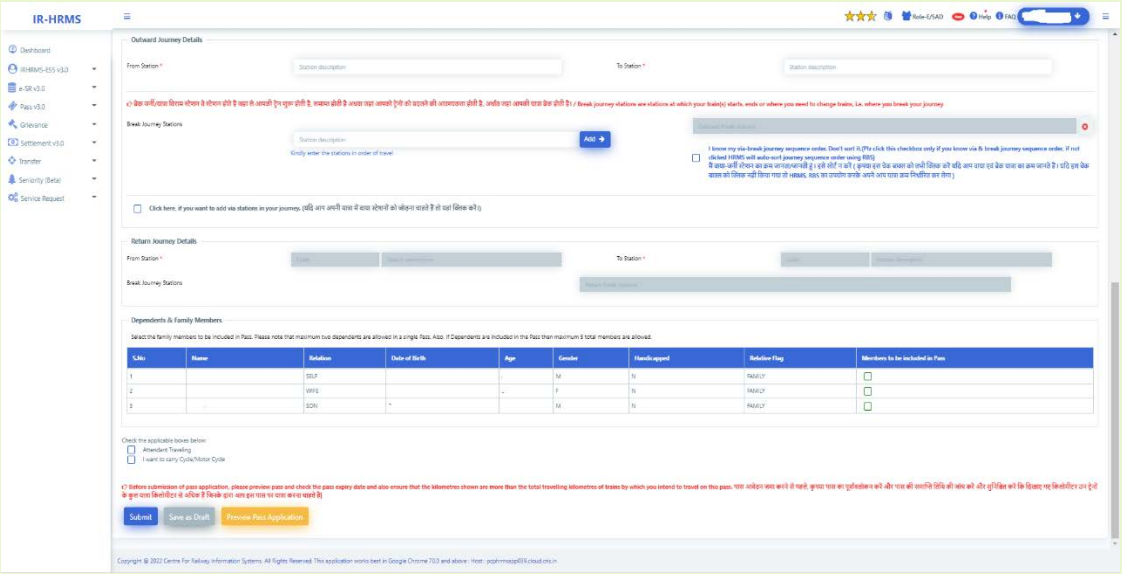
- Manual Pass may be issued infavour of Retired Employees and Service PwBD Employee based on their request.
- For other serving employees Privilege Pass and PTOs are being issued through the HRMS Portal only.

Procedure:-

- Employee has to login to HRMS portal with his ID
- Click on **Pass**>Apply for **e-Pass/e-PTO**dashboard.



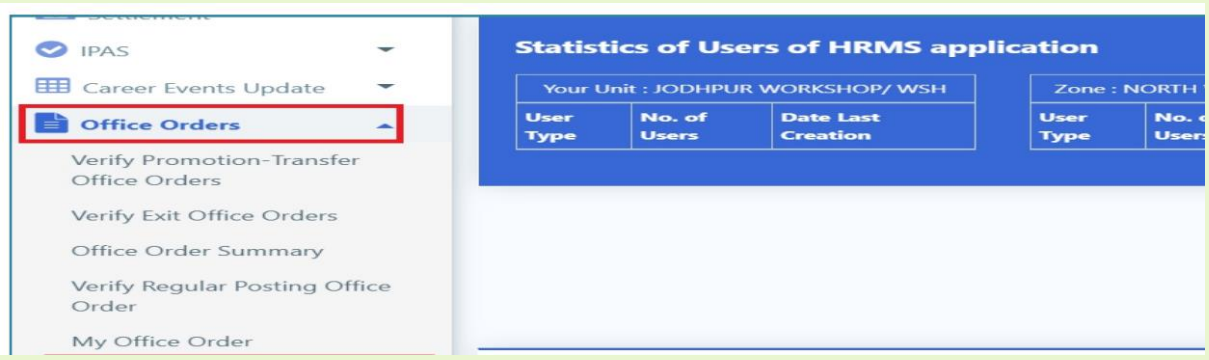
- Click on the New Application Button to apply for E-Pass.
- Details of employee and list of members will be display on the screen.
- Employee has to fill all the required details and select the family members to be included in Pass along with declaration given at the end of the Pass application that employee is not under suspension.



- Click on the Submit Button duly enter the OTP which is received in registered mobile number.
- Employee can apply for split pass, through dashboard of **Pass**>**My Issued Passes** menu.

16.5 Office Order: -

- All type of Officer Orders is being issued through HRMS Portal under Office Order Module.
- Employee has to login to HRMS portal with his ID
- Click on **Office Order**>**My Office Order** dashboard.



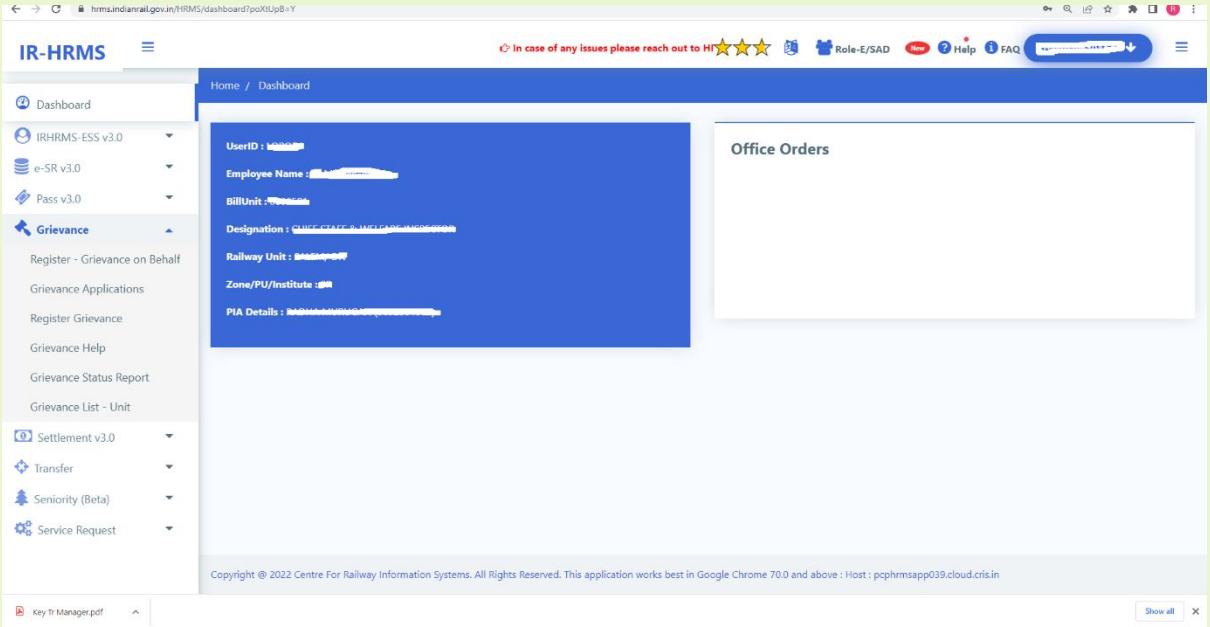
16.6 Grievance: -

- Implemented all over India basis w.e.f. 01.04.2022.
- Employees are able to submit their Grievances directly through this Module.
- Staff & Welfare Inspectors are able to submit the Grievances on behalf of the Employee under their jurisdictions.

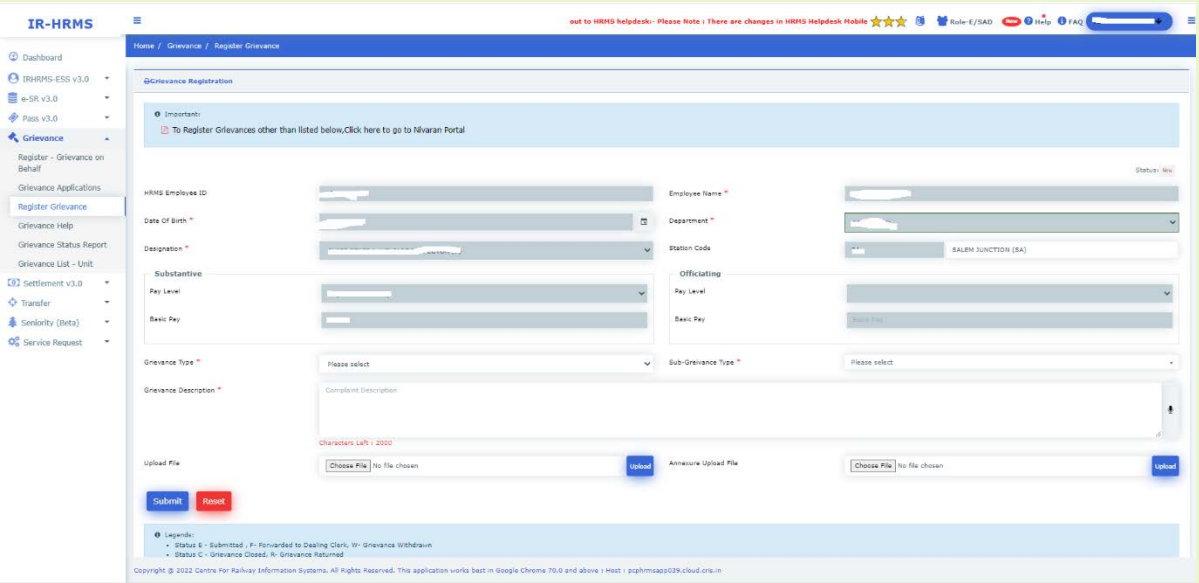
- Section Employees are mapped with the section Welfare Inspectors or Welfare Inspector exclusively nominated for Grievance Cell.

Procedure:

- Employee has to login to HRMS portal with his ID
- Click on **Grievance**>**Register Grievance**dashboard.



- Click on **Register Grievance sub tab** and fill the **<u>Grievance Type</u>** and **<u>Sub-Grievance Type</u>**viz Transfer / Posting, Allowances/ Advances, Pay Fixation /MACP, Promotion / Seniority, others which is mandatory.
- Grievance in details may be furnished in the **"Grievance Description"** tab and **Click the Submit button** for registration.



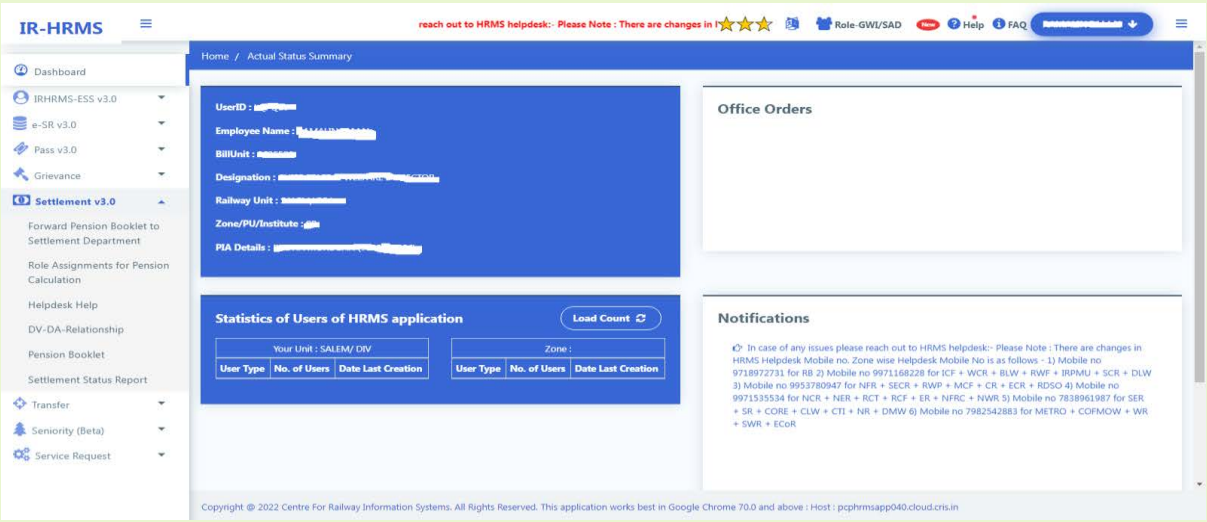
16.7 Settlement: -

- In Delhi Division settlements are processed in HRMS Portal Settlement Module w.e.f. 01.07.2021.
- The Settlement process is being processed through the Settlement Module for Normal Retirement.
- The Pension Booklet may be filled by the concerned employee directly or welfare inspector can fill on behalf of the employee. However, submission of the Pension Booklet will be done by the Concerned Employee's ID in HRMS only.
- The submitted Pension booklet will be verified by the Departmental Verification Authority (DVA)i.e Supervisory official and the same has been accepted by the Departmental Accepting authority (DAA) i.e. Controlling Officers.
- The Pension calculation sheets will be processed in HRMS portal and it will reflect in IPAS at Associate Accounts. With due verification of details, e-PPO will be generated accordingly.
- After generation of e-PPO, necessary bills such as DCRG, Leave Salary, GIS and Commutation if any will be prepared and bills will forward to Associate Accounts and reflected in IPAS & will process the same for payment.

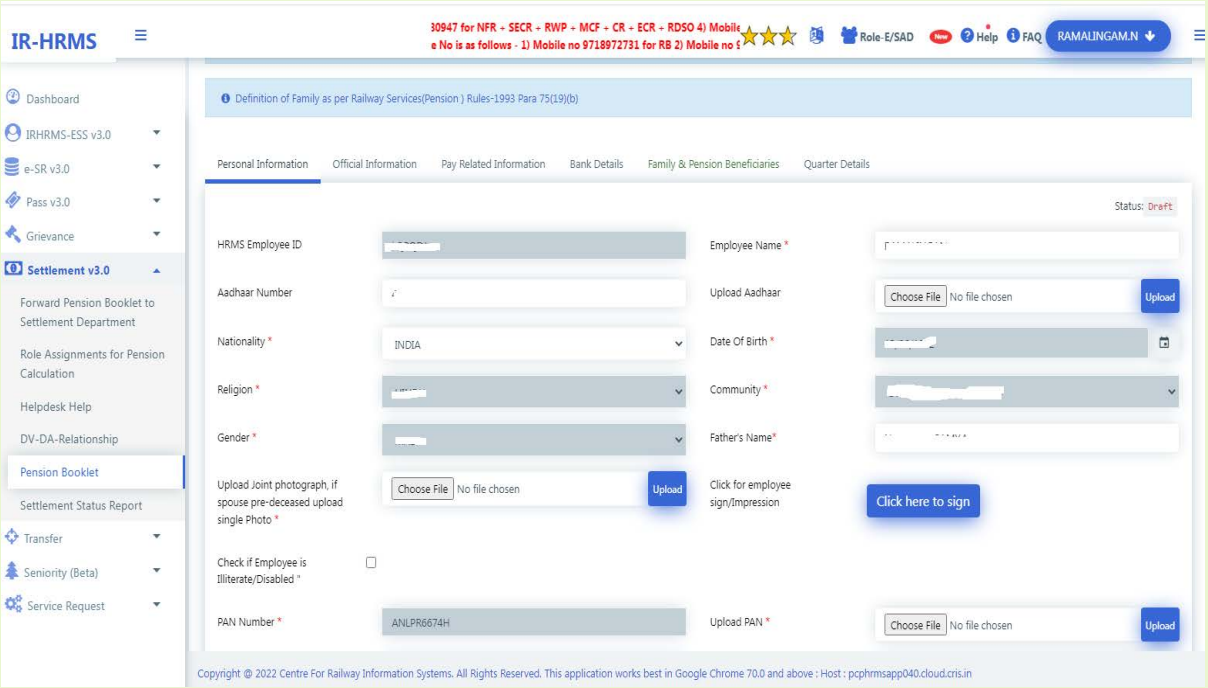
Procedure:

- Employee has to login to HRMS portal with his ID

Click on Settlement tab.



- Click on "**Pension Booklet"** subtab.



- After open the **"Pension Booklet tab"**, further 6 internal tab will be appeared viz. 1) Personnel Information, 2) Official Information, 3) Pay related information, 4) Bank Details, 5) Family and Pension beneficiaries and 6) Quarters details.
- Employee has to be fill all the relevant details in the respective column and click the submit button for Departmental verification and Acceptance.

16.8 APAR: -

- From 01.04.2021 onwards, i.e., Period Ending 31.03.2021, the APAR for Non-Gazetted Employees has to be written on digital mode (APAR Module) in HRMS Portal.
- Annual Performance Appraisal is an important HR function that is carried out every year for each employee.

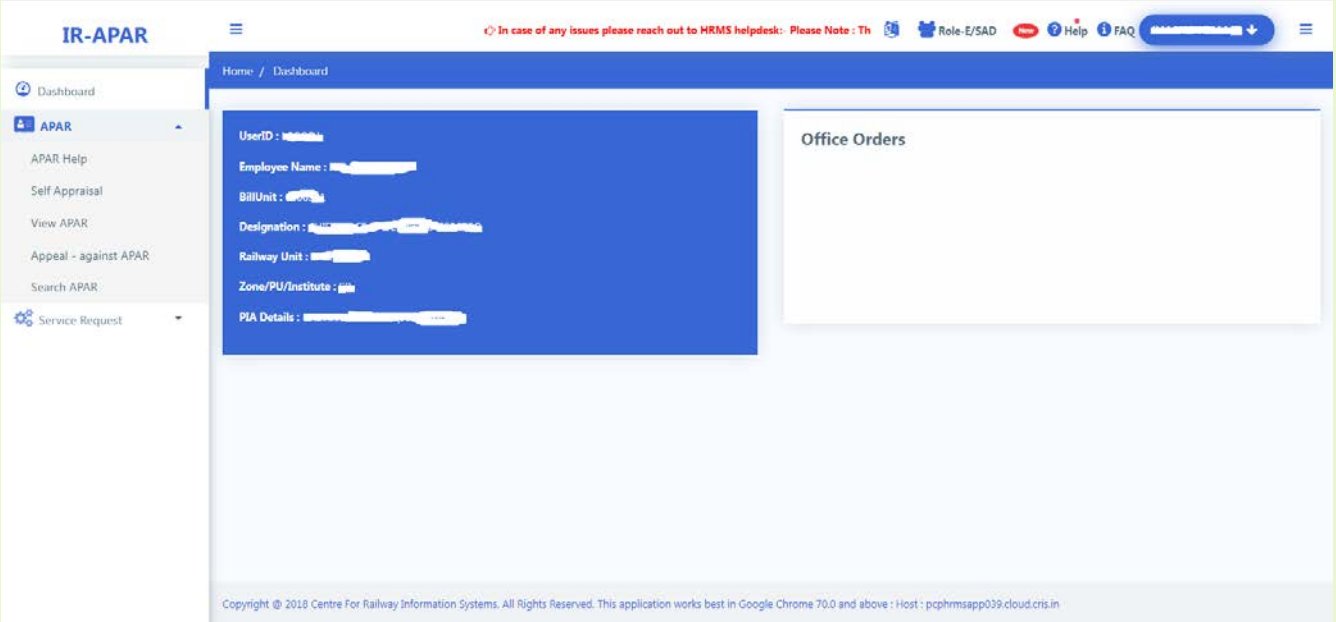
Every non-gazetted employee in Level-6 or above have the responsibility to fill in Self Appraisal Part of APAR from in the HRMS Portal every year.

Activity:-

Sl.No	Activity	As per Railway board guidelines
1	Online generation of APAR	
2	Submission of Self-appraisal to reporting officer	
3	Forwarding of Report by reporting officer to reviewing officer.	
4	Forwarding of report by reviewing officer to APAR Cell / Accepting Authority	
5	Appraisal by Accepting Authority	
6	Communication of APAR to the officer reported upon	
7	Submission of representation if any on APAR, from date of communication of APAR	
8	Forwarding of representation to the Reporting Authority for comments by the Custodian	
9	Forwarding of comments by Reporting Authority to Reviewing Authority	
10	Forwarding of comments by Reviewing Authority to Accepting Authority	
11	Forwarding of comments by Accepting Authority to Competent Authority	
12	Decision of Competent Authority on Representation	
13	End of entire process	

Procedure:

- Employee has to login to Separate HRMS portal on APAR with his ID(https://hrms.indianrail.gov.in/IRAPAR)
- Click on **APAR > Self Appraisal**tab.



- After open the **“APAR > Self Appraisal** tab**”**, further 2 internal tab will be appeared viz. 1) Personnel Information and 2) Self Assessment.
- Employee has to be filling in all the information on the Self Assessment page like **“Brief Description of Duties”, “Work Done”** and **“Achievement during the period”.**
- Thereafter the employee has to click on **“Submit**” button to save all information so that it may enables to access at next level. i.e, Reporting Authority.

DISCLAIMER

This e-book is prepared to brief a preliminary knowledge about the benefits of Serving Railway Employee. This cannot be quoted as an official document for any clarification or interpretation. The contents of this book shall always be co-read with relevant Code /Manual Provisions, Circulars, Rules & Acts wherever applicable.

X-37 97
Pranavfotography

HAND BOOK

ON

BENEFITS TO RAILWAY EMPLOYEES

PREFACE

For Every Railway Employee, the knowledge regarding Railway Establishment matters is must. In this regard, a need is felt by the Railway Administration to provide a collection of information in a single document for them. In such an attempt, we take immense pleasure in releasing this **"Handbook on Settlement Benefits"**(**e-Book)** to give a basic idea on the above subject and other related valuable information.

Index

Settlement Benefits

Sl.No	Subject	Page No.
1	Introduction	1
2	Gratuity	2
3	Pension	4
4	Family Pension	6
5	Commutation	6
6	Cash Equivalent of Leave Salary	8
7	Provident Fund	9
8	Group Insurance Scheme	9
9	Composite Transfer Grant	10
10	Medical Facilities	10
11	Payment of Fixed Medical Allowance	11
12	Constant Medical attendant allowance	11
13	Post Retirement Complimentary Pass & Widow Pass	12
14	Cashless Treatment Scheme in Emergency (CTSE) for RELHS Beneficiaries	13
15	Retention of Railway Quarters	19
16	National Pension System	19
17	Specimen Settlement Calculation	21
18	Unique Medical Identity Card (UMID)	23
19	Human Resource Management System (HRMS)	36

SETTLEMENT BENEFITS

1. Know Your Settlement Benefits

As you all aware Central Govt./Railway employees will be retiring on attaining the age of 60 years on superannuation w.e.f:13.05.1998. As a token of recognition of the yeoman services rendered by our employees, Indian Railways provides a number of benefits to them at their retirement. The following settlement benefits in terms of money are being arranged to them on the last working day itself.

Pensionary Benefits: -

- Gratuity
- Pension
- Commutation
- Family Pension
    - Enhanced Family Pension
    - Ordinary Family Pension

Non-Pensionary Benefits: -

- Cash Equivalent of Leave Salary
- Provident Fund
- Group Insurance Scheme
- Composite Transfer Grant

Pension Scheme was introduced on Railway with effect from 01.04.1957 and the scheme governs all Railway employees who entered service on & after 16.11.1957 and before 31.12.2003.

Retirement means the Railway Servant ceasing to be in service. The date of Retirement will be based on the Date of Birth of Railway Servant recorded in the Service Register.

Normally the Railway Servants shall retire from Railway Service on the afternoon of the last day of the month in which they attains the age of 60 years.

A Railway Servant whose date of birth is the 1st day of a month, they shall retire from service on the afternoon of the last day of the preceding month, on attaining the age of 60 years and a person born on 2nd or subsequent date retires on the last date of the month in which he was born on completion of service as the case may be.

1.1 Various Modes of Cessation from Railway Service: -

Normal Retirement: -Every Railway Servant shall retire from Service on attaining the age of Superannuation.

Other than Normal Retirement: -The employees can also retire prematurely on following accounts:

- Voluntary Retirement
- Compulsory Retirement
- Removal from service
- Dismissal from service
- Death in Service
- Resignation from service

Voluntary Retirement: -

A person who has completed 20 years of qualifying service or more can retire voluntarily by giving 3 months' notice if he is permanent and by giving one month notice if he is temporary Railway servant. Competent authority can waive notice period in consultation with the Associate Finance.

2. Gratuity:-

It is a lump sum payment to a railway employee on his / her retirement.

2.1 Retirement Gratuity –

A Railway Servant, who has completed 5 years of qualifying service and has become eligible for service gratuity or pension on his retirement equal to one fourth of his emoluments for each completed six-month period of qualifying service subject to a maximum of 16 ½ times the emoluments.

The maximum limit of retirement / death gratuity shall be Rs.20 Lakh and maximum qualifying service for calculation of gratuity shall be taken as 33 years.

As per Rule 924 (iii) of IREM-I that is still valid, 55% of Basic Pay is reckoned as add on pay element for calculation of pension and DCRG of the Running Staff. Calculation of retirement benefits of the running staff may be made as per extant Rule 924 (iii) of IREM-I on the revised basic pay in the 7th CPC.

2.2 Service Gratuity –

When a Railway Employee has rendered service less than 10 years no pension shall be paid. Service Gratuity will be paid at the rate of one-month emoluments for each completed year of Service.

2.3 Death Gratuity: -

If a Railway Servant dies while in service the amount of death gratuity shall be paid in the following manner.

Qualifying service	Gratuity
Less than one year.	2 Times of Emoluments.
One year or more but less than 5 years.	6 Times of Emoluments.
5 years or more but less than 11 years.	12 Times of Emoluments.
11 years or more but less than 20 years.	20 Times of Emoluments.
20 years or more.	Half of the emolument for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

2.4 Calculation:

Calculation: $\frac{\text{(Basic Pay + DA) x Qualifying Service (Max. 33 yrs)}}{2}$

Subject to Max. Rs.20 Lakhs

The ceiling of Gratuity will increase by 25% whenever the DA increased by 50% of the basic pay.

2.5 Recoveries from Gratuity:

Government's dues, if any could be recovered from the retirement gratuity of an employee retiring and in the case of deceased employee from Death Gratuity even without obtaining consent.

(Authority: Rule 15 of RSPR, 1993)

2.6 Withholding of Gratuity:

Entire Gratuity, duly deducting the Government dues, will be withheld for non-vacation of Quarters and also in cases where any departmental or judicial proceedings are pending.

3. Pension:

Pension is a lifelong retirement benefit paid monthly to a Railway Servant on retirement from service and the Pension scheme was introduced in the year 1957 and made compulsory for all employee appointed on and after 16.11.1957 (up to 31.12.2003).

Minimum 10 years Qualifying Service in case of Superannuation, for submitting Voluntary Retirement minimum 20 years Qualifying Service is required. Pension is payable at 50% of the emoluments drawn for the preceding last ten months at the time of retirement or 50% of last month's Basic Pay whichever is beneficial to the employee. The minimum pension granted to a Railway Servant is Rs.9,000/- per month.

3.1 Superannuation Pension:-

The Superannuation Pensions shall be granted to a Railway servant who is retired on his attaining the age of compulsory retirement.

3.2 Retirement Pension:-

A retiring pension shall be granted to a Railway Servant who retires, or has retired before attaining the age of compulsory retirement, in accordance with the provisions or Rules 66 and 67 of Railway Services (Pension) Rules, 1993 and Rule 1802 of IREC.

3.3 Invalid Pension:-

The invalid pension may be granted to a Railway Servant who retires from service on account of any bodily or mental infirmity, which permanently incapacitates him for the service.

3.4 Compensation Pension:-

If a Railway Servant is selected for discharge owing to the abolition of his permanent post, he shall, unless he is appointed to another post.

3.5 Compulsory Retirement Pension:-

A Railway Servant compulsory retired from service as a penalty may be granted by the authority competent to impose such penalty, pension or gratuity, or both at a rate not less than two-thirds and not more than full compensation pension or gratuity or both admissible to him on the date of his compulsory retirement.

3.6 Compassionate Allowance:-

A Railway Servant who is dismissed or removed from service shall forfeit his pension and gratuity. However, the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding two-thirds of pension or gratuity or both.

3.7 Calculation of Pension:-

Formula for Non-Running Staff Categories:-

$$\text{Basic Pension} = \frac{\text{Pay in PML}}{2} \quad \text{or} \quad \text{50 \% of Average Emoluments} \quad \text{Whichever is more}$$

Formula for Running Staff Categories:-

$$\text{Basic Pension} = \frac{\text{Pay in PML + 55\% of Pay}}{2} \quad \text{or} \quad \text{50 \% of Average Emoluments} \quad \text{Whichever is more}$$

Note:-In case of Running Staff, the pay element shall also include 55%, of the basic pay for reckoning emoluments as directed by Railway Board from time to time.

3.8 Average emoluments:

The average emoluments shall be determined with reference to the emoluments drawn by a Railway Servant during the last 10 months of his service.

3.9 Amount of Minimum, Maximum Pension:

Minimum Pension / Family Penson	₹ 9,000/- + Dearness Relief
Maximum Family Pension	₹ 75,000/- + Dearness Relief
Maximum Pension	₹ 1,25,000/- + Dearness Relief

4. Family Pension:

4.1 Enhanced Family Pension:

Enhanced family pension is granted at the rate of 50% of Employees Last month Basic Pay to the widow or entire dependents for a period of 10 years from the date of death of the Railway servant.

In the event of death of a Railway servant after retirement, the enhanced family pension shall be payable for a period of seven years or till the date on which the retired deceased Railway Servant would have attained the age of 67 years, would have received whichever is less.

4.1 Ordinary Family Pension:

Beyond the above circumstances, ordinary Family Pension is granted at the rate of 30% of last month's Basic Pay of the deceased employee to the widow or to the eligible dependents of the employee.

4.3 Additional Quantum of Pension

The quantum of pension for old age pensioners & family pensioners shall be increased as follows:

Age of the pensioners	Additional pension
80 – 85 years	20% of basic pension
85 – 90 years	30% of basic pension
90 – 95 years	40% of basic pension
95 – 100 years	50% of basic pension
100 years or more	100% of basic pension

5. Commutation:

This is lump sum payment paid at the option of the Retiring employee. The employees retiring of Superannuation / Voluntary Retirement can commute up to 40% of the pension without medical examination at the time of retirement. If a fraction of pension to be commuted results in fraction of rupee, such fraction of rupee shall be ignored for commutation.

5.1 Restoration of Pension:

The Commutation portion of Pension will be restored and full pension shall be given after completion of 15 years from the date of payment of Commutation. The date for restoration of Commuted portion of Pension will be exhibited in the Pension Payment Order.

5.2 Commutation of Pension with Medical examination:

The Commutation will be paid to Medically Invalidation in all Categories / Compulsorily Retired employees only after medical examination by Medical Board.

In case of where departmental or judicial proceedings are pending on the date of retirement, such case shall be allowed "Provisional Pension" and the commutation of pension is permissible only after finalization of departmental or judicial proceedings. The employees covered under NPS could not commute their pension.

5.3 Age Factor table:

Age*	Factor	Age*	Factor	Age*	Factor
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

5.4 Calculation:

The lump-sum commutation value will be arrived at by multiplying the commuted portion of pension by a factor relevant to age next birthday x 12.

Formula for Commutation Calculation: -

Commutation =	40 % of Pension x 12 x Factor relevant of age next birthday

6. Cash Equivalent of Leave Salary

Cash equivalent of leave salary is lump sum payment made at the time of retirement or death for unavailed earned leave at employee's credit. Maximum number of leave that can be 300 days.

In case of any short fall of 300 days LAP, LHAP from his / her credit will be taken for the purpose of leave encashment to the extent of shortfall of number of days of LAP, subject to condition that number of days does not exceed 300 days.

6.1 Calculation:

Formula for LAP

Calculation: $\frac{\text{(Basic Pay + DA) x No. of Days of LAP (300 Maximum days)}}{30}$

Formula for LHAP

Calculation: $\frac{\text{(Basic Pay + DA) x No. of Days of LHAP to the extent shortfall of LAP, Subject to maximum of 300 days of LAP \& LHAP}}{30 / 2}$

For an example, if an employee has only 265 days of LAP balance at his credit at the time of Retirement and enough number of balance days of LHAP at his credit, then for the purpose of computing Leave Encashment, only 35 days of LHAP will be taken into account, even though he would have had more than 35 days of LHAP in his credit.

Note:

- The retiree will be paid for 265 days if Leave of Average pay + 35 days of Leave on Half Average pay only.
- 30% of Basic Pay is reckoned as add on pay element for calculation of CELS for Running Staff.

7. Provident Fund:

The Provident Fund is governed by the Provident Act, 1925 and it means that a fund in which the subscriptions of the employees are deposited against their accounts including interest accruing thereon.

The amount accumulated by monthly subscriptions and employee contributions is given as a lumpsum amount to the employee on retirement or to his/her nominees on demise along with interest.

The recovery of PF in respect of Railway servant will not be made in last three month of his retirement.

8. Central Government Employees Group Insurance Scheme:

- The scheme was notified on 1st Nov 1980 and come into force with effect from 1st Jan 1982.
- The Savings portion of subscriptions towards Group Insurance Scheme plus interest on the accumulated amount of savings is paid at the time of retirement.
- In case of death in addition to the accumulated amount, insurance fund as applicable, will be paid to the family / nominee as the case may be.
- Subscription towards CGEGIS and insurance cover in case of death are as follows:

Group	Monthly Recovery	Insurance Cover
Group C	Rs.30/-	Rs. 30,000/-
Group B	Rs.60/-	Rs. 60,000/-
Group A	Rs.120/-	Rs.1,20,000/-

Quantum of payment is decided based on the table published by Government from time-to-time. Insurance fund is not payable for retirement cases.

9. Composite Transfer Grant (CTG):

For the purpose of Composite Transfer Grant in respect of Railway employee who wishes to settle down at the last station of duty or other than last station of duty after retirement, the condition of 20 km from the last station of duty is done away with subject to the condition that change of residence is actually involved. To settle down at the last station of duty or other than last station of duty after retirement, full CTG would be admissible i.e., at the rate of 80% of the last month's basic pay. The employee has to submit a Self-Declaration Certification regarding change of residence.

In case of settlement to and from the Island territories of Andaman & Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's Basic Pay. **(RBE.No16/2022 w.e.f. 09.02.2022)**

Note:- Incase of death while in service, the members of family in the event of death of an employee shall, besides free pass, be also eligible for Composite Transfer Grant.

10. Medical facilities: Under RELHS

Under the Railway Employees Liberalized Health Scheme, one time mandatory Contribution equal to the last month basic pay or below scheduled rate, whichever is lower, will have to be remitted for joining the scheme for availing medical facilities for self and dependent family members. Minimum service eligibility is 20 years of qualifying service. However, no such condition for those who have retired on superannuation.

S No	Pay matrix level as per VII PC	Subscription Rate (Rs.)
1	Level 1-5	30000
2	Level 6	54000
3	Level 7-11	78000
4	Level 12 & above	120000

11. Payment of Fixed Medical Allowance:

The grant of FMA is intended to meet expenditure on day-to-day medical expenses that do not require hospitalization.

If the residence of the retiring employee is beyond 2.5 Kms of the Railway Hospital / Health Unit, the employee can opt either Out Patient Medical Facility or Fixed Medical Allowance of Rs.1,000/- per month.

If the residence is within 2.5 kms of the Railway Hospital /Health Unit the employees could opt only Out Patient medical facility. In case of those opting for FMA are also eligible for OPD for Chronic disease.

Payment of FMA shall be made to the **Pensioner by Pension disbursing authority** along with Pension / family pension on monthly basis.

Fixed Medical Allowances is also allowed to Railway Beneficiaries of National Pension System.

11.1 One time option in lifetime

Pensioner / family pensioner have to exercise one time option for availing medical facility of OPD at Railway Hospital or to claim FMA.

Only one change in option in the lifetime of a pensioner shall be allowed, which should be supported by proper proof of change in residential address.

Pensioners may apply for the change of option with proof of change in residential address to the Pension sanctioning authorities.

(RBE.No.107/2002)

12. Constant medical attendant allowance:

This allowance is payable to railway employees at the rate of Rs.6,750/- per month who have retired and in receipt of disability pension under the Railway services (Extraordinary Pension) Rules 1993 for 100% disability and who are dependent on others for their day-to-day activities / functions.

(RBE.No:101/2017)

13. Post Retirement Complimentary Pass:

The Post Retirement Complimentary Passes are issued to Railway Servants for Self, wife / husband, children and widowed dependent mother only subject to the same conditions as applicable to Railway Servant in service.

The Post retirement complementary passes are issued after the retirement of the Railway Servant rendered 20 years of service or more.

Category	No. Of PRCPs admissible in one year
Group A & B	3 Sets
Group C	2 Sets

Widowed daughters& Legally Divorced daughters may be included in Post Retirement Complimentary Passes / Widow Pass as eligible member of "family", provided they are dependent on Post Retirement Complimentary Passes / Widow Pass holders.

Post Retirement Complimentary Passes can be drawn at the place of their choice. The validity of this pass is 5 months as applicable to Railway Servant in service. The Year ending passes and next year account passes also admissible to the pensioner.

13.1 Disallow of Post Retirement Complimentary Pass:

One set of Post Retirement Complimentary Passes shall be disallowed for every month of unauthorized retention of Railway Quarters by the Retired employee.

Normally the Post Retirement Complimentary Passes shall not be issued to those Railway Servants who are dismissed from service and removed from service. However, the same may be issued when the compassionate allowance is granted under Rule 65 of Railway Service (Pension) Rule, 1993.

Retired Railway Servant will be eligible to the same class of Post Retirement Complimentary Passes, as he / her was enjoying at the time of service.

In case where both husband and wife are retired Railway Servants, they may avail the Post Retirement complimentary passes on each other's accounts accordingly.

13.2 Widow Pass:

Widow / widower of the retired employees who have opted for the widow pass scheme are eligible for half the number of post retirement pass that the deceased employee would have been eligible for the service rendered/or was receiving at the time of his / her demise or retirement.

13.3 Settlement Pass / Kit Pass:

Employees in the event of retirement and widow / widower in the event of death of employee are issued passes for Self / Family members / dependents for transportation of Personal effects to the place where employee / family intend to settle after retirement / death of employee. Such an application for settlement pass shall be submitted within one year of retirement / death and the validity of Kit pass is for a period of three months and for settlement pass the validity is five month.

14. CASHLESS TREATMENT SCHEME IN EMERGENCY (CTSE) FOR RELHS BENEFICIARIES (w.e.f 31.03.2019)

Railway provides Comprehensive Health Care Facilities to its beneficiaries through its health Institutions along with referrals to recognized hospitals whenever necessary. The beneficiaries, among others, include retired employees and their dependent family members. Large no. of retired beneficiaries live in the newly developed suburbs of various cities throughout India. These parts of the city are often far away from the established Railway Health Institutions. In this scenario the RELHS beneficiaries coming to Railway Health Institutions in routine is acceptable, however in emergency situations, precious time is lost in travel to the railway hospital.

To overcome this problem, Railway Board has decided to roll out a "Cashless Treatment Scheme in empanelled hospitals for retired employees and their dependent family members in emergency situations" (CTSE). The empanelled hospital shall give necessary treatment in emergencies and raise the bill directly to Railway authorities; provided the identity and eligibility of the patient is established as CTSE beneficiary and emergency is certified by designated Railway Medical Authority (RMA).

14.1 IMPLEMENTATION OF THE CTSE SCHEME:

- M/s. UTIITSL will develop an application to enable RELHS beneficiary to apply for new 'CTSE Card' at the website. All RELHS beneficiaries may apply online for CTSE.

  Note: For the benefit of those RELHS beneficiaries who are not comfortable with the online form, an offline process of obtaining the card has also been designed.

- After filling up the form, the print out of the completed form will be submitted by the retired Railway employee to the concerned Personnel Department (Division/Zone/PU/Other Units) along with Self attested photocopy of Aadhar Card, RELHS Card, PPO and any other documentary proof on the claims made in application form. The fee, to join CTSE per family (comprising of all eligible members as per RELHS Card) shall be as follows:

Those entitled to Pvt Ward	**-**	**Rs.30,000/-**
Those entitled to Semi-Pvt Ward	**-**	**Rs.15,000/-**
Those entitled to General Ward	**-**	**Rs.6,000/-**

- Ward entitlement is dependent upon last salary drawn and shall be displayed at the website while filling the form.

- All the existing facilities are even otherwise available to the RELHS beneficiaries. However to avail cashless treatment in recognized hospital (the new facility), they will have to get the new CTSE Card. One card to each beneficiary will be issued on payment of Rs.200/-. The CTSE Card shall also serve the purpose of RELHS Identity card, for these beneficiaries; however the vice versa will not be true.

- The Personnel Department will authenticate the bonafide of the beneficiaries (from the RELHS Card etc.) Personnel Department shall duly authenticate application and authorize M/s.UTIITSL to make "CTSE Photo-identity Card" which will be issued to the beneficiary. M/s UTIITSL shall use the updated database at ARPAN/UTI website for printing the new CTSE card. This way there will be 100% conformity between the data base and the new CTSE Card.

- Medical Department of zonal railways will empanel private hospitals (located in its geographical limits) recognized by CGHS at the same rates (CGHS empanelled hospitals which are not lying in the jurisdiction of any Zone/PU shall be empanelled by the zone which has jurisdiction in some part of that district/state).
- Information about any railway patient admitted to an empanelled hospital will be communicated by the empanelled hospital to the Railway Health Institution. Authorization for treatment will be given by Railway Health Institution (through its designated Railway medical Officers) based on clinical parameters communicated by the hospital within 24 hrs. The communication will be normally through the website/SMS, however if the situation demands other means of communication may also be employed.
- If the authorization is not forthcoming from the designated doctor within 24 hours period then at the end of 24 hours period the concerned MD/CMS/CMO shall automatically receive an alert, to make a decision and communicate it to hospital. Likewise there will be an automatic alert to the concerned CMD at 36 hrs and AGM at 47 hours period. If Railway fails to respond within 48 hrs, then that case shall be considered as emergency and the cost of entire treatment shall be borne by Railway. List of all cases, in which no decision could be made about emergency within 48 hrs period, despite private hospital submitting all the details, shall be put up to GM every month.
- If emergency authorization is declined the patient shall be apprised through sms by the system and the patient will be transported to Railway Hospital by the empanelled hospital in its own ambulance or the patient may be asked to report to Railway hospital for treatment at convenient hour. The Railway will bear the expenses till the emergency authorization is declined by a positive act. If the patient or his/her representative refuses Railway Medical Services and opts to continue treatment in the non-railway facility, the cost of such treatment will be borne by the patient or his / her representative without any further reimbursement from Railway.
- In line with provisions of MoA signed between MoHFW and CGHS empanelled hospitals, such bills by the hospital shall however be

at CGHS rates as per terms and condition of Railway MoA with the hospital and payments will be made by the patient or his representative. Railway Beneficiaries shall be required to give an undertaking to this effect at the time of applying for CTSE Card and for such balance treatment Railway will not be liable for payment in any way and the entire liability will be borne by the patient or his/her representative.

- The hospital shall raise the bill online to M/s.UTIITSL (within 7 days of discharge of the patient) which will exercise checks and get it corrected from concerned hospital, if required. Thereafter a physical copy of the corrected bill shall be submitted by the hospital to M/s UTIITSL.
- M/s.UTIITSL shall process the bill as per the extant rules and applicable rates as per MoA, and thereafter submit it to MD/CMS/CMO office both online and offline (within 15 days of submission of corrected bills by the hospital).
- After approval of MD/CMS/CMO, the office shall submit the bill to Associate Accounts Department (within 15 days of submission of corrected bills by M/s.UTIITSL). Accounts Department will pass the bills and make the payment to the hospital and M/s.UTIITSL (within 15 days of submission of approved bills).
- M/s.UTIITSL fee is 2% of the amount of the bill raised by the hospital subject to a minimum of Rs. 12.50 and a maximum of Rs. 750) plus Re.1/- for the SMS service. The M/s.UTIITSL fee is not in addition to the hospital bill, rather this amount shall be subtracted from the hospital bill money.
- In case the patient belongs to some other Railway Zone, then the debit shall be raised to the concerned zone at a later stage as per the extant codal provisions, but the bill shall be passed by the local accounts only.

14.2 ENTITLEMENTS FOR VARIOUS TYPES OF WARDS:

CTSE beneficiaries are entitled to facilities of private, semi-private or general ward depending on their pay drawn in pay band/pension. These entitlements are amended from time to time and the latest order in this regards needs to be followed.

The entitlement at present as per 7th CPC Basic Pay drawn is as follows:

1. Basic Pay upto Rs.47,600/-	**-**	**General Ward**
2. Basic Pay from Rs.47,601/- to 63,100/-	**-**	**Semi-Private Ward**
3. Basic Pay Rs.63,101/- and above	**-**	**Private Ward**

The CTSE Identity Card will have the entitlement of the patient endorsed. The website shall also be indicating the entitlement at the time of reporting the admission to the Railway and M/s.UTIITSL.

a. Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, carpet, etc. as well as a bed for attendant. The room has to be air-conditioned.

b. Semi Private Ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.

c. General ward is defined as a hall that accommodates four to ten patients.

14.3 MODE OF PAYMENT FOR TREATMENT OF BENEFICIARIES

There shall be three classes of patients:

- CTSE Beneficiaries reporting to Hospital directly
- Railway Beneficiaries referred by Railway Hospitals to the empanelled hospital.
- Railway Beneficiaries (other than CTSE members) reporting to Hospital directly

In respect of the CTSE beneficiaries for emergency authorized or otherwise treatment / procedures the services shall be undertaken / provided on credit: No payment shall be sought from them (except for the initial deposit as advised by the Railway time to time) and the bills should be submitted to the BCA (Bill Clearing Agency) and Office of the CMS/Ms-in-charge/MD/CMO of the concerned city.

For the railway beneficiaries referred by Railway Hospitals to the empanelled hospital the bill shall be processed through M/s.UTIITSL only, only the online identification and 'online authorization' shall not be required.

Railway Beneficiaries (other than CTSE members) reporting to Hospital directly, without any referral letter from Railway, shall be clearing their bills with the hospital themselves; Railway shall not be liable in any way for these bills. However, the hospital agrees and undertakes to make the bill as per CGHS rate or hospital rate, whichever is lower.

Webportal:www.railctse.utiitsl.com – For Online registration, to download Offline Forms, to view CTSE Policy letters, Hospital List, etc.

16. Retention of Quarters on retirement:

The retired Railway Servant is entitled to retain the Railway Quarters for the following periods on different accounts.

Sl.No	Account	Retention Period	Rent recovery rates
1	Retirement	4 months	Normal
2	Sickness / Education after retirement	4 months	Double
3	Death of a serving employee	24 months	Normal

17. National Pension System Beneficiaries

In National Pension System, a government employee contributes towards pension from monthly salary of 10 % along with contribution from the employer of 14 %. The funds are then invested in earmarked investment schemes through Pension Fund Managers. Unique Permanent Retirement Account Numbers (PRAN) is allocated to each subscriber under the NPS at the time of their joining. Subscribers are also allocated two accounts, among which they can choose namely Tier I & Tier II

As per the present guidelines of Pension Fund Regulatory and Development Authority (PFRDA), contribution towards pension will be invested in the default schemes of seven Pension Fund Managers (PFMs), viz, LIC Pension Fund Limited, SBI Pension Funds Pvt. Limited and UTI Retirement Solutions Limited, ICICI Prudential Pension Funds Management Company Limited, Kotak Mahindra Pension Fund Limited, HDFC Pension Management Company Limited and Birla Sunlife Pension Management Limited in a predefined proportion, which is mentioned in the Statement of Transaction. Each of the PFMs will invest the funds in the proportion of 85% in fixed income instruments and 15% in equity and equity linked mutual funds. Hence, the employees of Central Government and Central Autonomous Bodies need not mention the details of the schemes while filling up the application form.

Railway Board Letter No. 2010/AC-II/21/18 dt.16.08.2013 speaks about the modalities of withdrawal in NPS as below:

17.1 On Superannuation:

At least 40% of the accumulated Pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly Pension to the subscriber and balance is paid as lump sum payment to the subscriber. As envisaged in the above-mentioned Railway Board's letter, Annexure 1 (claim form) will be submitted for withdrawal of accumulated Pension wealth of subscriber.

17.2 Exit from NPS before the age of normal Superannuation (irrespective of cause):

Atleast 80% of the accumulated Pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly Pension to the subscriber and balance is paid as lump sum payment to the subscriber. As envisaged in the above-mentioned Railway Board's letter, Annexure 2 (claim form) will be submitted for withdrawal of accumulated Pension wealth of subscriber.

17.2 Upon Death:

The entire accumulated Pension wealth (100%) would be paid to the nominee / legal heir of the subscriber and there would not be any purchase of annuity / monthly pension.

The benefits under "Railway Services (Pension) Rule, 1993" were **provisionally extended** to those who are discharged on invalidation / disablement and by the families of such employees who have died during service since 01.01.2004.

(RBE.No.31/2009)

17.3 Gratuity for NPS Beneficiaries:

The benefits of Retirement / Death Gratuity were extended to NPS Beneficiaries. **(RBE No. 105/2016)**

17.4 Other Benefits:

Other benefits viz CELS, GIS, CTG were extended to the NPS Beneficiaries also.

18. Specimen Settlement Calculation:

Designation	:	Travelling Ticket Inspector
Pay	:	Rs.64,100 (Level-6)
Date of birth	:	15.06.1962
Date of appointment	:	15.03.1983
Date of Superannuation	:	31.06.2022

Qualifying Service:

On an assumption, the employee has given his services throughout his career without any break owing to Dies-non, Suspension or EXL, his qualifying service is calculated as follows:

Qualifying Service = DOR (31.06.2022) – DOA (15.03.1983)
= 39 years, 3 months, 16 days

Pension:

Formula:-

$$\text{Basic Pension} = \frac{\text{Pay in PML}}{2} \quad \text{or} \quad \boxed{\text{50 \% of Average Emoluments}} \quad \text{Whichever is more}$$

Calculation:-

$$\text{Basic Pension} = \frac{64{,}100}{2} \quad \text{or} \quad \boxed{\text{50 \% of Average Emoluments}} \quad \text{Whichever is more}$$

Pension	Rs.32,050/-
Ordinary Family Pension (30% of pay)	Rs.19,230/-
Enhanced Family Pension (50% of pay)	Rs.32,050/-

Gratuity:

Gratuity = (Last Pay + D.A) x 16.5 = **Rs.14,17,251/-**

Commutation of Pension:

Commuted opted = 40%

Formula:-

Commutation = Commuted value (Max. 40%) of Pension x 12 x Age factor

Calculation:-

Commutation = 12,820/- x 12 x 8.194

Amount of Pension Commuted = Rs.12,60,565/-
Reduced Monthly Pension after Commutation = Rs.25,046/-

CELHS:

LAP Balance = 265

LHAP Balance = 132

Calculation for LAP : (BP **64100** + DA**21794**) x No. of Days of LAP**265** / 30

= Rs.758,730/-

Calculation for LHAP: (BP **64100** + DA**21794**) x No. of Days of LHAP**35** shortfall of LAP / 30 / 2

= Rs.50,105/-

Total Leave Salary=**Rs.758,730/-**+ **Rs.50,105/-**

= Rs.8,08,835/-

Note: LHAP Balance is 132 only 35 shall be taken so as the total leave credit is arrived at 300)

19 Unique Medical Identity Card (UMID)

Brief of the Module

Unique Medical Identity Card (UMID) module is envisioned as a hope for better service delivery to the medical beneficiaries in Indian Railways

- UMID is a Web application which will generate smart Medical Identity Cards, with unique all India numbers and issued to the PENSIONER as well as each dependent, individually & separately.
- Web and Mobile application for e-validation of identity of Railway Medical beneficiaries.
- Registration, Approval and Card Generation Process is done completely on electronic platform. This includes the continuous revision of beneficiary details dynamically
- End-to-end solution for Medical Identity with complete Rule integration with built-in validation.
- Humanistic Technology & Good Governance elements combine to deliver Customer convenience and flawless Service.
- Card-independent system: Biometric & QR code systems along with integrated database of Pan Indian Identity numbers (PF no./ PAN/Aadhar/PPO/Registered Mobile No. etc) to facilitate identification and validation without physical card also.
- Universal Applicability and Scalability to use the same software for any number of units or for Indian Railways as a whole.
- Continuous Validation mechanism for regular updation of beneficiaries with back-end process. Thereby the cards are updated automatically for downloading anytime by PENSIONERs in their mobiles or computers. QR code & Medical ID card Numbers remain unchanged while the details get dynamically updated in the database.
- Registration for change of Health Units across units is facilitated on online application.
- Hospital-wise Registered users database will facilitate debits and credits initiation.

- Interfacing with Hospitals plausible for automatic generation of OPD slips.
- Interfacing with Referral Hospitals plausible for authentication through Biometrics.
- Interfacing with Hospitals tied up under CTSE scheme is possible for authentication through Biometrics.
- Dynamic updation of Level of entitlement of Hospital Wards for Medical beneficiaries in Railway empanelled Hospitals as per the Rly. Bd'slr.No. 2016/D-1/11/69/Hospital Recognition, dt.08.05.18.
- Colour schemes of the card are adopted as per the Rly. Bd's lr. No. 2018/Trans.Cell /Health/Medical Card, dt. 04.01.2019 to identify the beneficiary separately and apparently as employees (Blue – Blue strips); Pensioners (Green – Green Strips); Dependents (Blue/Green - Yellow strips).
- The Numbering scheme is adopted to remain unique across all the units in Indian Railways so as to facilitate availing medical services from any other units by their unique identification and validation.

Access to Web site

Use the following URL to access to the web site for all the services related to Medical Identity Cardwww.digitalir.in/umid/

This web site can be accessed through PCs & Mobiles' browsers having internet connection. It is not restricted to Rail Net connection.

The mobile users can access to the application from Google Play Store under the following logo (UMID)

उम्मीद
umid
Unique Medical Identity Card

Check-List for Submission of Application

As a ready reckoner the following is the check list for mandatory fields and documents to be scanned in JPEG/JPG/PNG format for advanced preparedness to initiate the application in a full-fledged manner.

- Photograph of **PENSIONER**& all the dependents
- Signature of **PENSIONER**
- Old Medical ID card of **PENSIONER** or RELHS document issued at the time of cessation.
- ID proof of all individual dependents

Relation with PENSIONER	Marital Status	Documents required
Mother	Widow	Father Death Certificate
Step-mother	Widow	Father Death Certificate
Son	Unmarried	If student above 21 yrs, Bonafide Certificate
Daughter	Divorced	Divorced Degree
Daughter	Widow	Marriage Certificate & Death certificate of her husband
Step-son	Unmarried	If student above 21 yrs, Bonafide Certificate
Step-daughter	Divorced	Divorced Degree
Step-daughter	Widow	Marriage Certificate & Death certificate of her husband
Brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Step-brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Sister	Unmarried	Father Death Certificate
Sister	Divorced	Father Death Certificate and Divorced Degree
Sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband
Step-sister	Unmarried	Father Death Certificate
Step-sister	Divorced	Father Death Certificate and Divorced Degree
Step-sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband

In case of Physically / Mentally challenged dependents – Railway Doctor Certified Medical certificate to be uploaded.

Registration Process

Steps involved:

1) PENSIONER has to click on 'REGISTER' on Website Homepage: digitalir.in/umid (or) Go to the Log-in Page and click on 'REGISTER' then select "Pensioner"

2) Applicant has to Select Type of User as either
   a. 'PENSIONER'
   b. 'FAMILY PENSIONER'
   c. 'SECONDARY FAMILY PENSIONER'

3) Pensioner has to choose the TYPE OF PENSION SCHEME he/she is covered under:
   a. RELHS with FMA
   b. RELHS without FMA
   c. RELHS NOT OPTED

4) Now three Validation fields will be displayed for input:
   a. PPO Number (It has to be 7 th CPC issued PPO no.);

b. Date of Birth (It has to be in DD-MM-YYYY format)

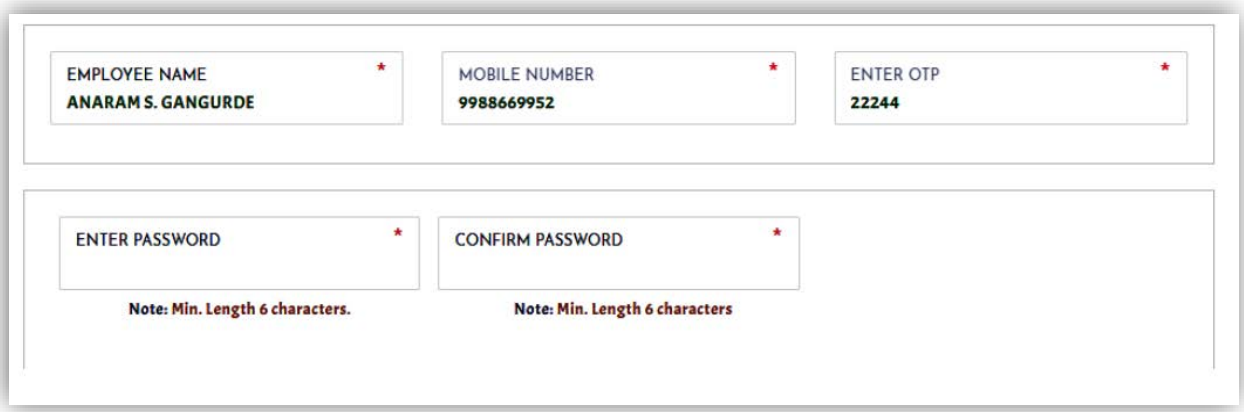
c. Date of Cessation (It has to be the Date of VR/Superannuation/Service Death/Compulsory Retirement etc);

5) After entering the particulars, the PENSIONER has to click on 'VALIDATE' button

6) Now the NAME of the PENSIONER associated with the validated particulars will be displayed for confirmation.

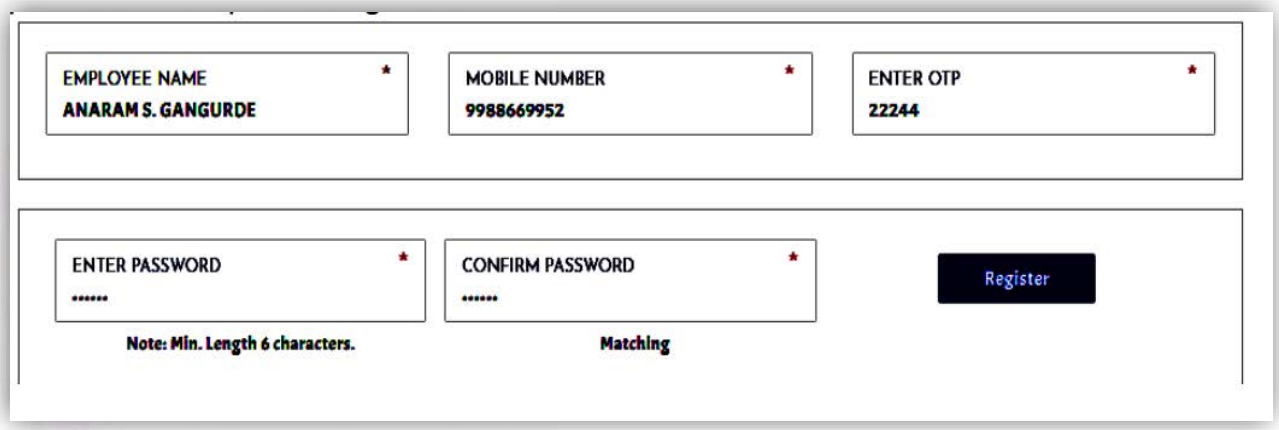
7) If details are matched, PENSIONER/APPLICANT can proceed to Register MOBILE NUMBER.

8) OTP will be sent on the provided mobile number which has to be fed to VERIFY OTP



9) After confirmation of OTP, the system will prompt for SETTING PASSWORD, set the password and press Register Button.

9) After confirmation of OTP, the system will prompt for SETTING PASSWORD, set the password and press Register Button.



10) Now the PENSIONER is ready to LOG-IN with PPO Number as User ID & Password as set in the Registration process.

Log-in & Dashboard

1) PENSIONER has to go to the Log-in Page (digitalir.in/umid)
2) Enter the user credentials:
a. PPO Number as User ID
b. Password as REGISTERED

3) Click on the UMID (PENSIONER) Tab on the Dashboard

4) Now the Side-bar MENU will be available for view on the left side.

5) You will find 4 items in the Menu for navigation:

a. DASHBOARD (To view the PENSIONER Basic particulars fetched from backend database of ARPAN etc).

b. INITIATE APPLICATION (To start the Application process).

c. MY APPLICATION STATUS (To track the status of the application after it has been submitted)

d. VIEW/DOWNLOAD MEDICAL CARDS (To view the cards after they are generated).

Verification of Back-end Data

1) The user has to LOG-IN as PENSIONER

2) Go to the MENU on the Side-bar and click on DASHBAORD

3) BASIC DETAILS are displayed on the main page for verification.

4) If details are found correct, then PROCEED for INITIATING THE APPLICATION process.

5) In case of ERRORS, there are 2 REMEDIAL ACTIONS suggested:

a. Approach SETTLEMENT CLERK for RECTIFICATION in ARPAN/IPAS.

b. Approach ADMIN to UPDATE in UMID and raise a SERVICE REQUEST.

APPLICATION PROCESS

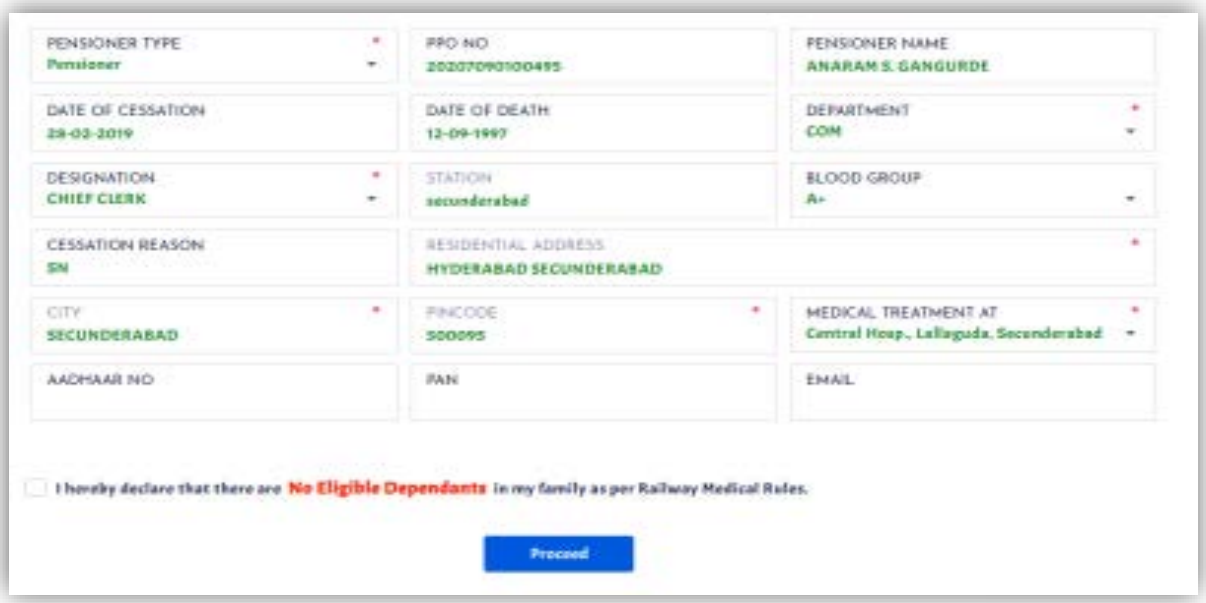
•PENSIONER has to LOG-IN in the UMID Portal;

•Go to the MENU bar and click on INITIATE APPLICATION. (Application form will have 2 stages for SELF/PENSIONER & FAMILY).

A) SELF/PENSIONER Form: It is a simple form and it requires bare minimum fields since the most of the required information is already maintained in the backend data taken from ARPAN/IPAS.

1)The PENSIONER form requires input for 9 fields only. They are Department, Designation, Station,

Blood Group, Aadhar number, PAN, Address, Hospital opted and email.



2) After entering these details, there is a declaration option if there are 'NO ELIGIBLE DEPENDENTS' in the Family. If yes, it will cut short the Family Form. If not, this declaration can be ignored.

3) By clicking on VALIDATE button, the details will be saved and PENSIONER can proceed to UPLOAD DOCUMENTS.

4) To UPLOAD DOCUMENTS the PENSIONER has to select the files from Mobile or a PC. Normally 3 documents are required for uploading in PENSIONER form. They are photograph, scanned Signature and Old Medical card. Old medical card is compulsory for the Pensioner. In addition, any other relevant documents can be uploaded against ADDITIONAL DOCUMENT field.

5) The uploaded images can be CROPPED & COMPRESSED by double-click on the uploaded image thumbnails.

6) To confirm the completion of uploading of documents, PENSIONER can click on UPDATE DOCUMENTS. With this, the PENSIONER form is completed.

B) ADD FAMILY MEMBERS

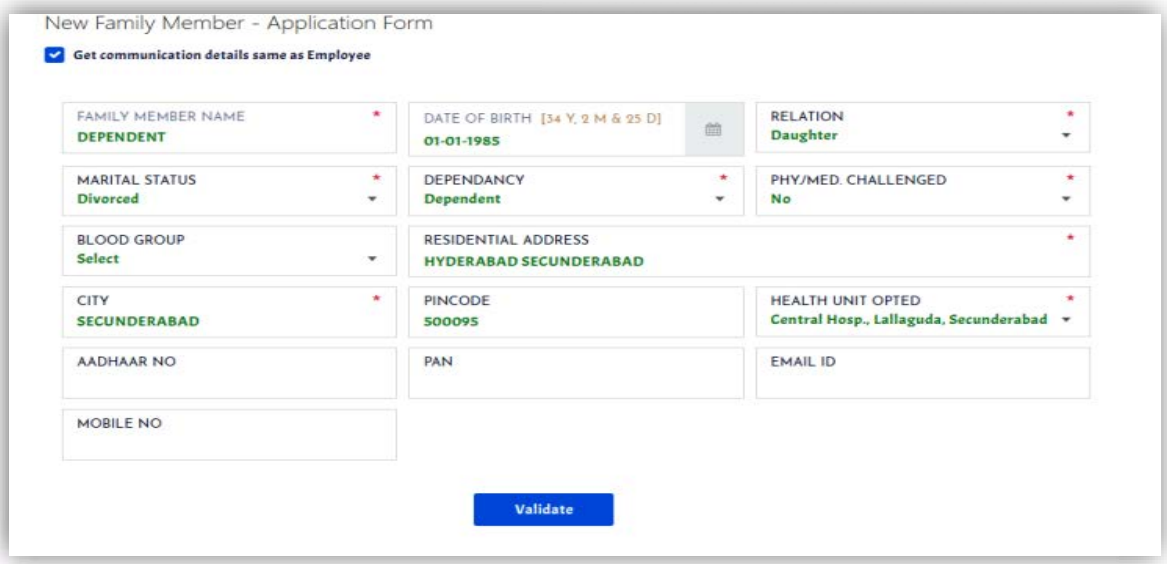
1) If you Click on ADD FAMILY MEMBER below the PENSIONER tab, new form for family member will be displayed.

2) On top of the form, Check the box to fetch the Communication details, same as in PENSIONER form. 3) Family Form will have 14 fields to be filled up. They are Name, Date of Birth, Relation, Marital Status, Dependency,

Disability status, Blood Group, Address, Hospital opted, Aadhar, PAN, email and Mobile number.

4) Since there is no readily available database for family members, this information requires to be filled as a onetime measure. Although most of the information is not mandatory, the Pensioner information if filled completely will help in extending more services in future for family members directly.

5) After entering the details, the PENSIONER can VALIDATE to save the particulars.



6) Based on the Family composition and conditionalities attached with dependents, the DOCUMENTS REQUIRED will be tagged by the system itself.

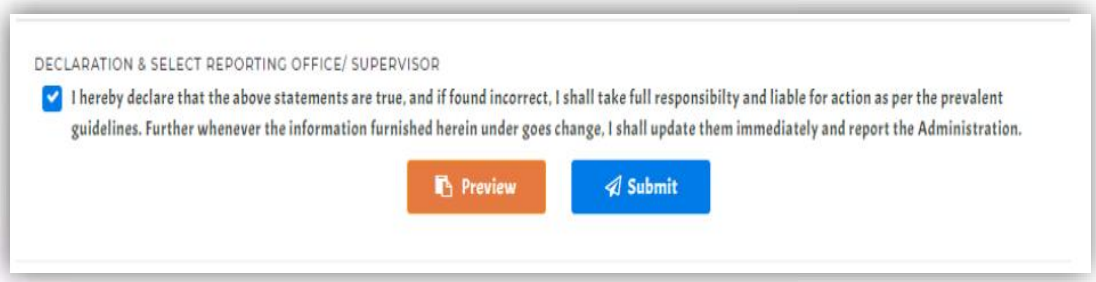
7) Uploading the indicated documents is compulsory. Commonly applicable documents are Photograph, ID proof, proof of Relation etc. Specific documents such as Disability Certificate, Divorce Deed etc will be variable as indicated in the Check-list.

8) By UPDATING THE DOCUMENTS, the family form gets saved. However the same can be edited subsequently but before SUBMISSION of form. When EDIT details option is exercised, the PENSIONER has to fill the form again and documents are to be uploaded again because the REVERSE PROCESS LOGIC will be applicable.

9) Any number of Family members can be added along the same procedure.

10) After adding all the family particulars successfully, the PENSIONER has to check the DECLARATION that the details are correct and the form can be SUBMITTED.

11) Before SUBMISSION, the Pensioner can PREVIEW the application form in PDF file. All the forms will be displayed with time-stamp signified on it.



12)Now the form is submitted and the status of the application can be tracked under 'MY APPLICATION STATUS' in the Menu.

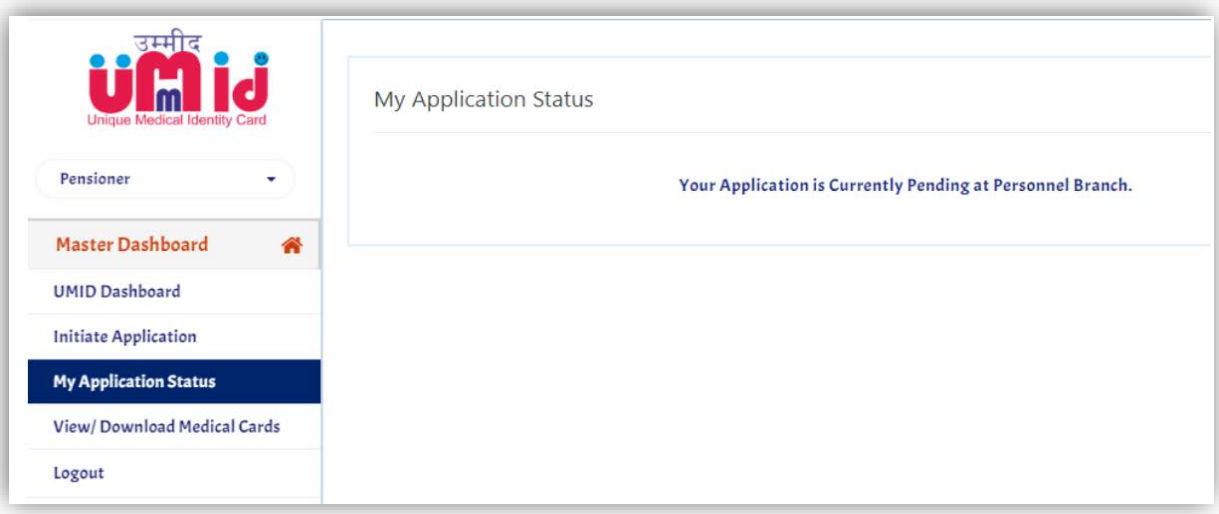
How to Track Application Status

1) Login as PENSIONER

2) Go to Menu side bar and click on MY APPLICATION STATUS.

3) Status of the application can be seen on the dashboard as to with which user the case is pending currently.

4) If there are any complaints on the status of the application, the PENSIONER can raise a SERVICE REQUEST to the UMID ADMIN.



How to Download Medical Cards (PENSIONER)

1) Log-in as PENSIONER
2) Go to menu Sidebar and Click on VIEW/DOWNLOAD MEDICAL CARDS

3) All the medical cards of the eligible family members including PENSIONER will be displayed on the dashboard.

4) They can be saved in Mobile (or) Print on Paper/Card (or) Print only the QR Code.

5) Any of the mechanism will help the PENSIONER/dependent to show them in the Hospital counter or Kiosk for OPD slip generation.

FORGOT PASSWORD Procedure

1) Go to LOG-IN page of UMID
2) Click on FORGOT PASSWORD (at the bottom of the log-in box.)
3) Select TYPE OF USER as PENSIONER
4) Enter VALIDATION Particulars: a. PPO Number b. Date of birth c. Date of Cessation
5) Click on VALIDATE button
6) Display of NAME & MOBILE Number for confirmation.
7) Enter OTP and VERIFY
8) Set NEW PASSWORD and confirm by clicking on RESET.
9) Now the PENSIONER can login with new credentials.

20 Human Resource Management System (HRMS)

The Railway Board has extended the facility of E-Pass to Pensioner and Family Pensioner on par with Serving Railway Employee.

E-Pass for Pensioner / Family Pensioner: -

Feeding of Data:-

Method 1:

- Retired Employee feed the Data entry for the details of Service and retired date and family details and also Manual Pass Availed Details.
- The PC has to verify the data submitted by the Retired Employee / Widow pass holder.
- Further Pass Issuing Authority (PIA) has to accept the Same.

Method 2:

- First, the PC has to feed the details of the retired employee, the same has to be verified by the Retired Employee and PIA has to Accept.
- When, the 3 roles are over, the PRCP/Widow Pass has to be applied through HRMS.

Pensioner / Family Pensioner may go to HRMS application in the following web site https://hrms.indianrail.gov.in/HRMS/ and login using HRMS ID & Password and Enter OTP received on registered Mobile No.

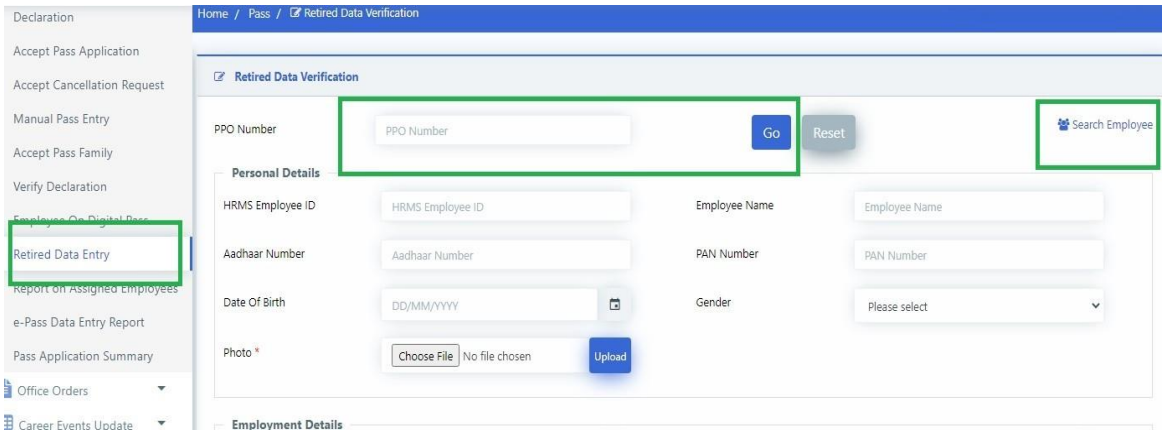
Flow Chart for availing the E-pass in HRMS Portal

- **For Pass Clerk**

Entry of Details of Retired Employee:

1. Go to **Pass > Retired Data Entry**

2. Enter the PPO Number of the employee and click on '**Go**' button



3. If PPO Number of the employee is not known, click on '**Search Employee**', a popup will open:

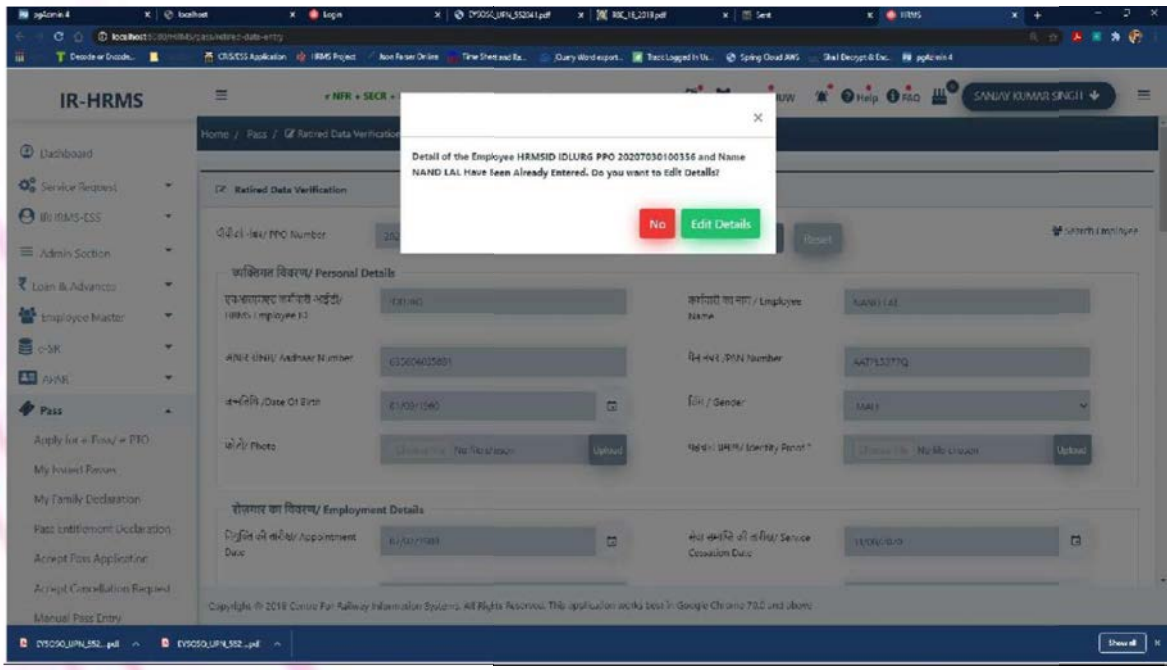
i. Select employee's PPO Zone, PPO Railway Unit, dateofbirth

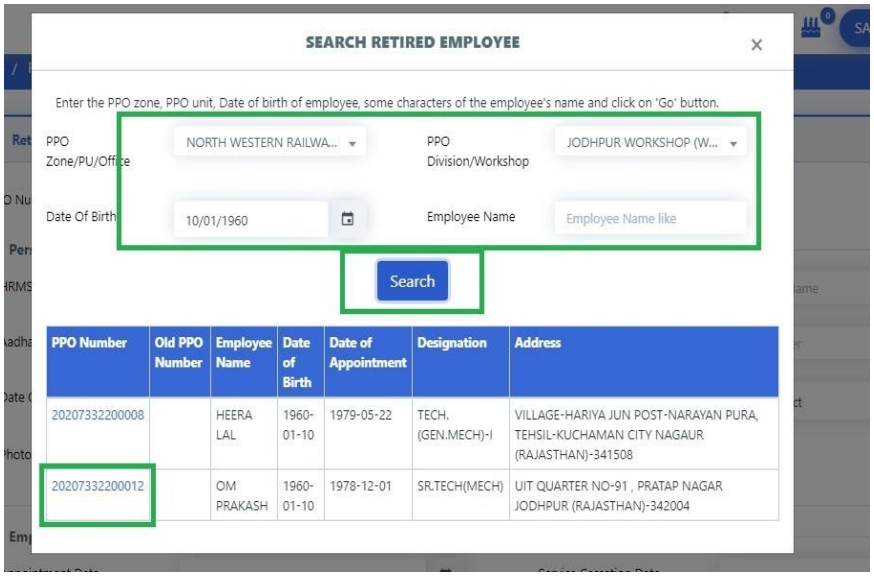
ii. Enter few characters of employee's name (optional)

iii. Click on '**Search**' button. List of employees with matching criteria will appear

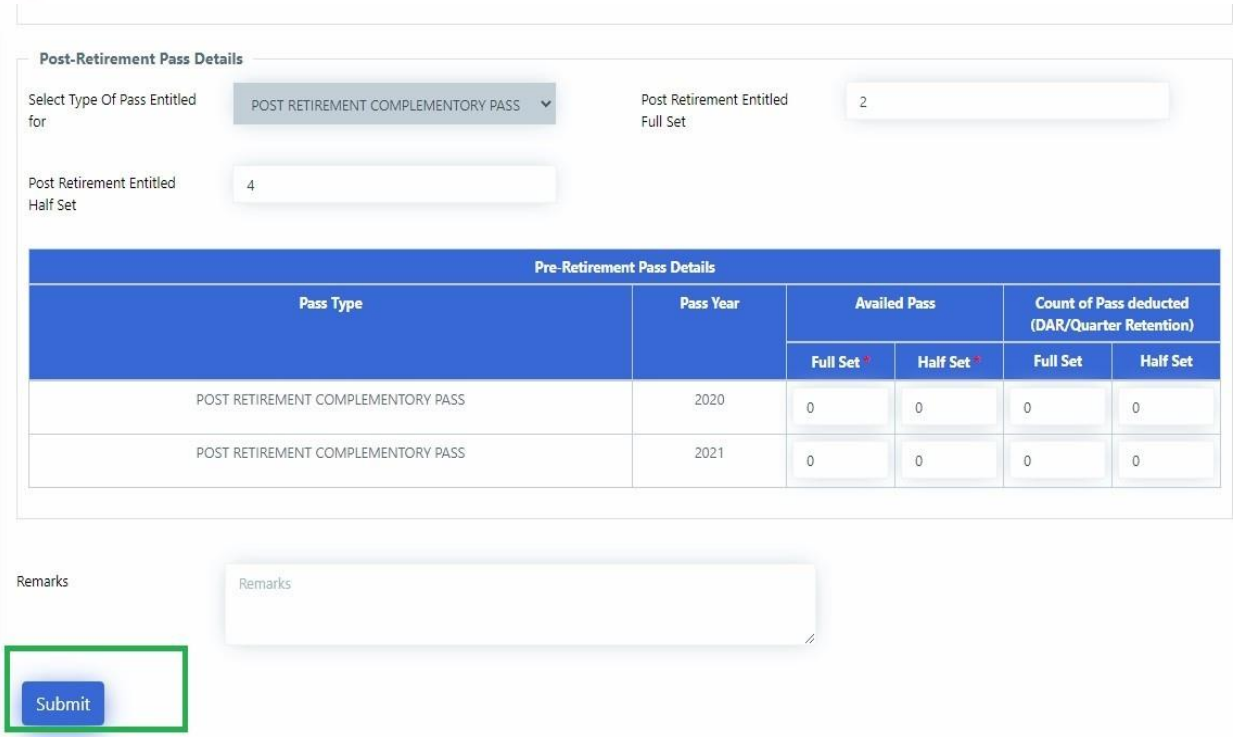
iv. Click on relevant PPO number to fetch details

Pass clerk can edit details of an employee by entering PPO Number and click on Go Button to Edit Details again and need to submit for approval.





4. Once details are fetched successfully, enter the relevant personal & family fields for the employee. Enter pass entitlement data for the employee and details of manual availed passes. Enter your remarks and click on '**Submit'** button.



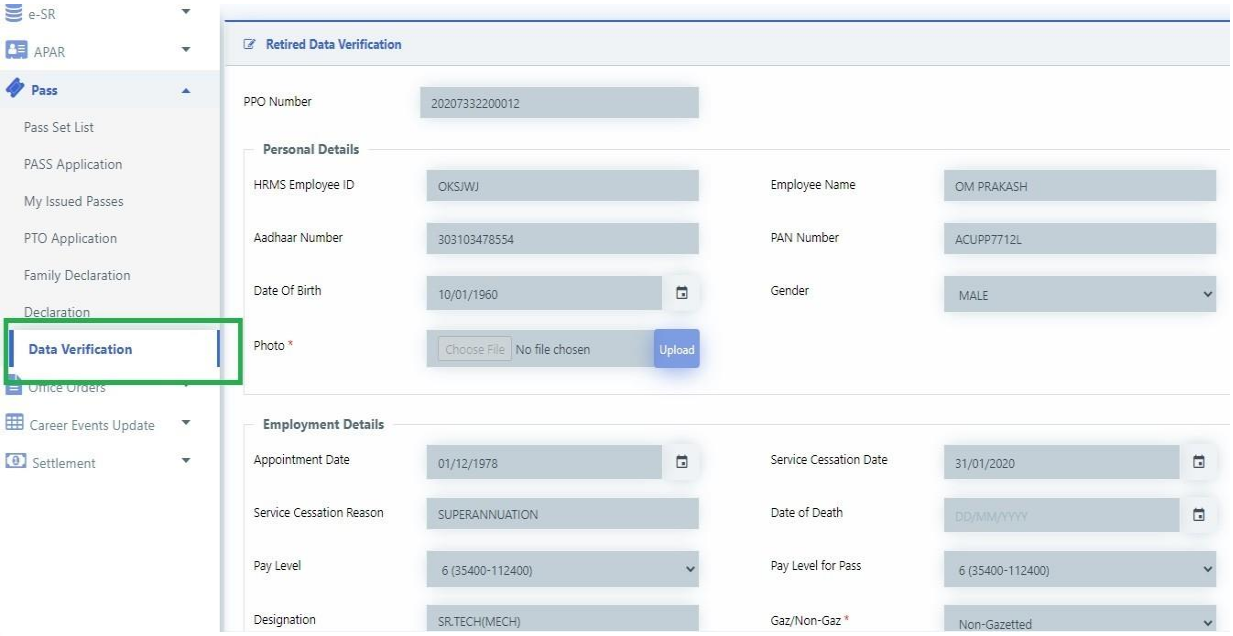
Once submitted, user login will be created and employee will be informed through SMS.

- **For Employee:**

Verify Data entered by Pass Clerk

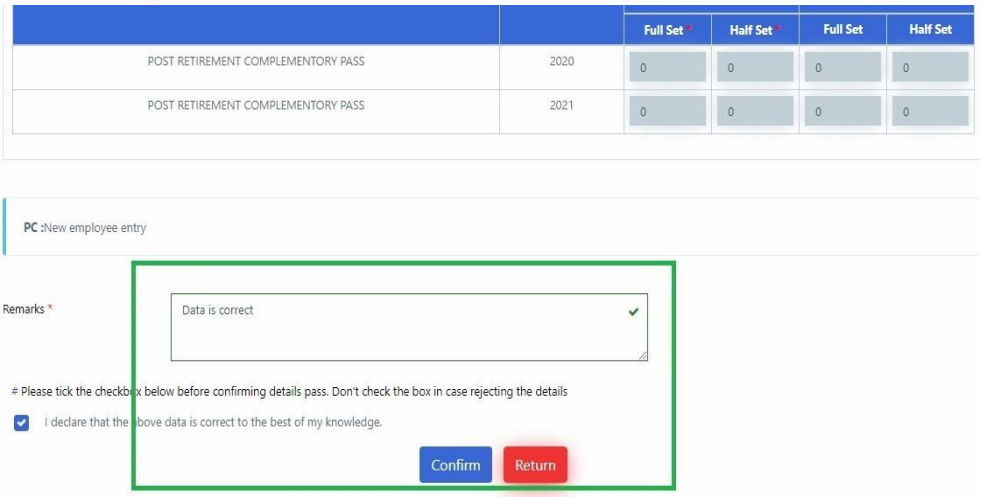
1. Login To HRMS application using HRMS ID

2. Go to **Pass > Data Verification** menu



3. Details will be fetched automatically. Check the details.,

4. Enter your remarks and click on '**Confirm**' button if everything is correct and on '**Return**' if any changes are required.

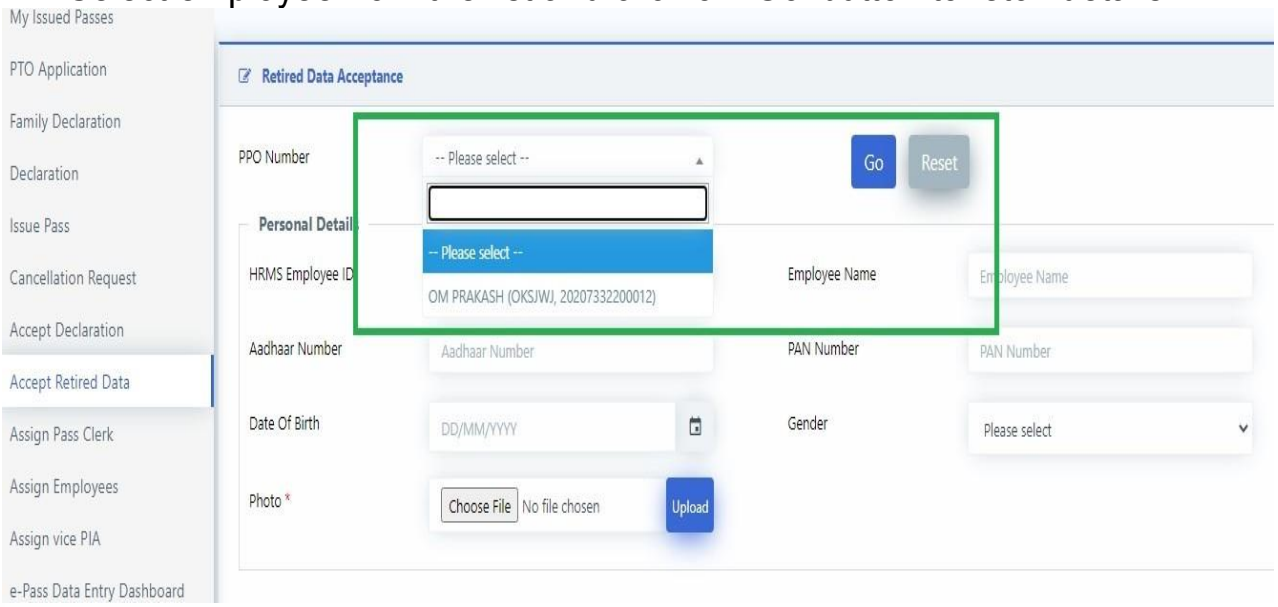


- **For Issuing Authority**

Accept Retired Employee's Data

1. Click on **Pass> Accept Retired Data** menu

2. Select employee from the list and click on 'Go' button to fetch details.



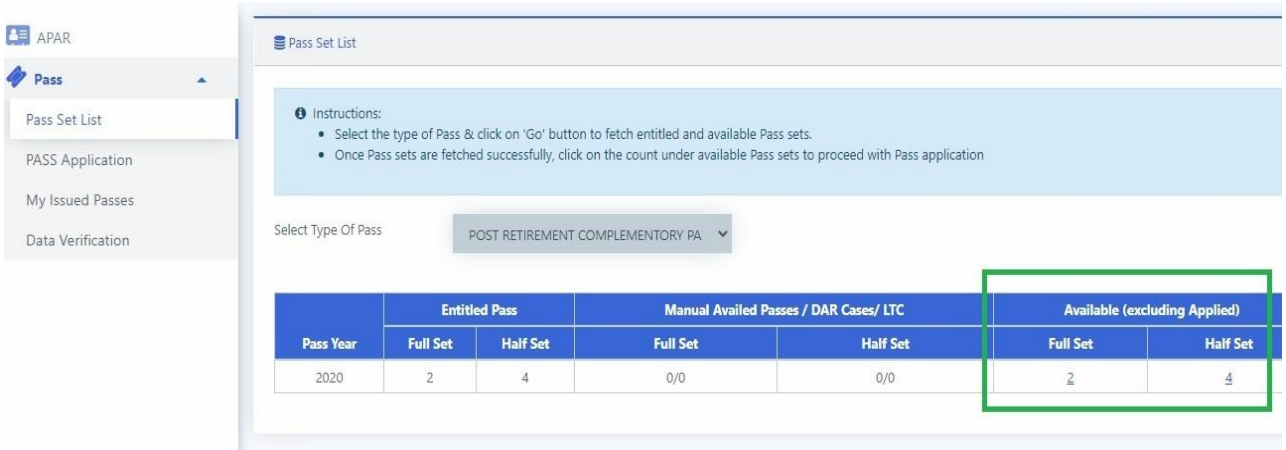
3. Check the fetched details. Enter your remarks and click on 'Accept' button if everything is correct and on 'Reject' if any changes are required to return data to Pass Clerk.

- **<u>For Employee</u>**

e-Pass Application:

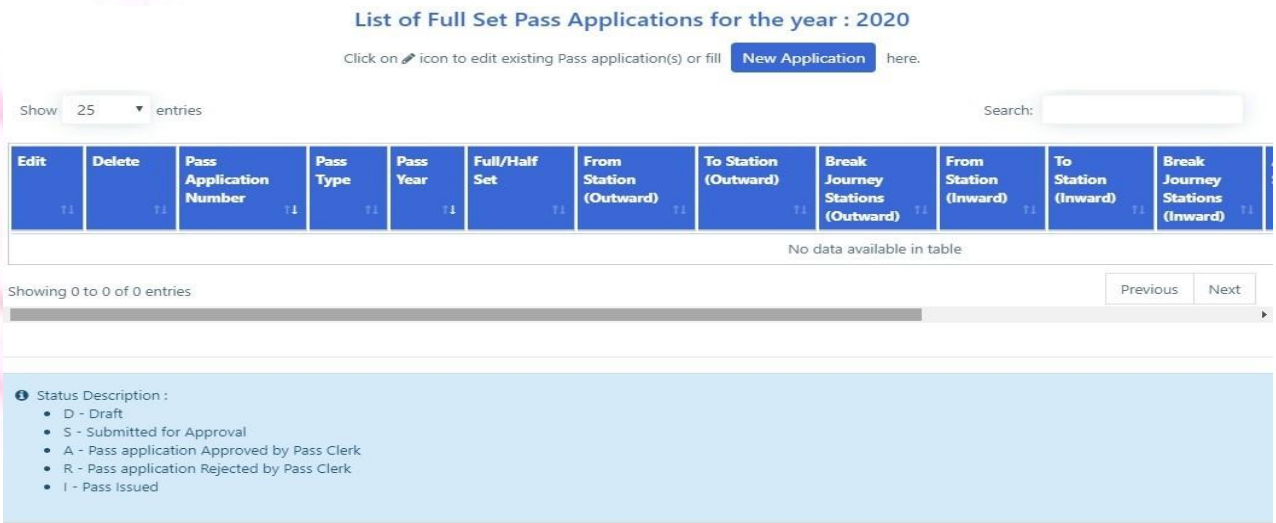
1. Click on **Pass > Pass Set List** menu.

2. The entitled & available, full / half Pass sets will be shown.



3. Click on '**Available-full set-count'**. You will be redirected to Pass Application Page

4. If there are any previous existing applications (not submitted yet) for this year, then they will appear in the list. They can be edited by clicking on edit icon shown beside the application. To create afresh application, click on '**New Application**' button.



5. Page for new application will open. Details of employee and list of members will be shown to employee. Fill in the travelling details and select the family members to be included in Pass.

Check Berth/Seat Entitleme

Application for Pass for : SUBHASH PATEL

Application no. (Autogenerated)	Application Number (Autogenerated)	Year of Pass *	2020
Pass Type *	PRIVILEGE PASS	Full/Half Set *	FULL SET

Employee Details

HRMS Employee ID	BQLISE	Employee Name	SUBHASH PATEL
Father's Name	MANGI LAL	Date of Appointment	21/06/2012
Pay Level *	7 (44900-142400)	Basic Pay *	55200
Designation	SENIOR SECTION ENGINEER	On Deputation	☐ Yes
Railway Zone/PU/Office	NORTH WESTERN RAILWAY	Railway Unit	JODHPUR WORKSHOP

Present Address

Address Line 1	SHRI MANGI LAL PATEL PLOT NO 30 C 2	Address Line 2	SURANA BHAVAN GALI RATANADA
State	RAJASTHAN	District	JODHPUR
City	JODHPUR	Pincode	342001

Outward Journey Details

Station From * Code Station description Station To * Code Station description

Break journey Stations Code Station description Add → Outward Break stations

Kindly enter the stations in order of travel

Inward Journey Details

Station From * Code Station description Station To * Code Station description

Break journey Stations Outward Break stations

Dependents & Family Members

Select the family members to be included in Pass. Please note that maximum two dependents are allowed in a single Pass. Also, if Dependents are included in the Pass then maximum 5 total members are allowed.

S.No	Name	Relation	Date of Birth	Age	Gender	Relative Flag	Members to be included in Pass
1	SUBHASH PATEL	SELF	22/09/1982	37	M	FAMILY	☐
2	NEETA MALVIYA	WIFE	28/11/1989	30	F	FAMILY	☐

Check the applicable boxes below:

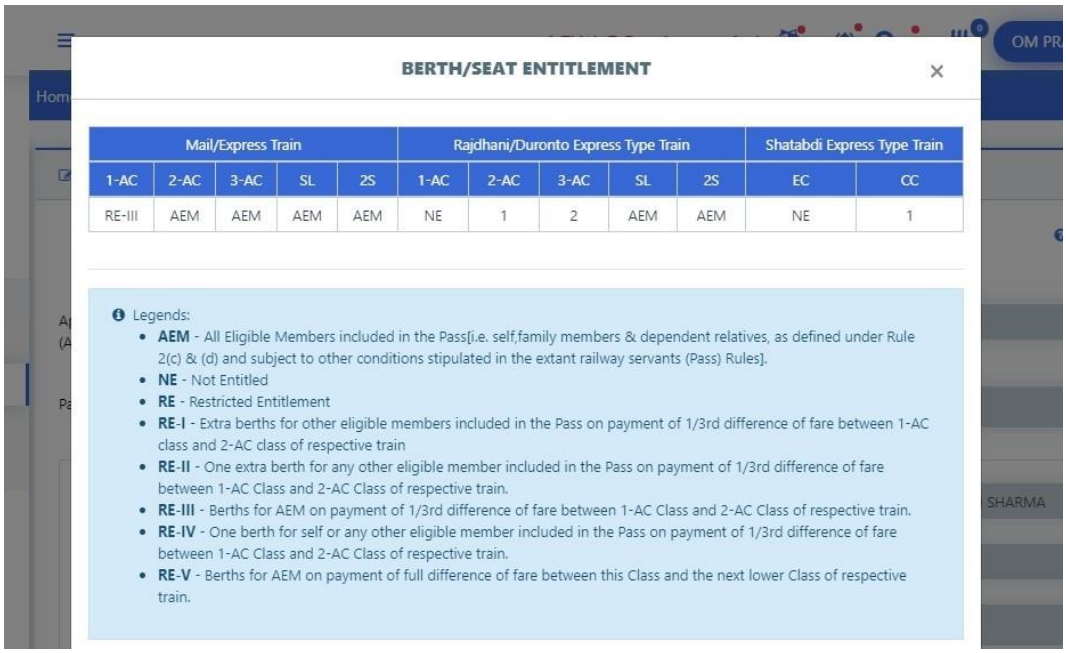
☐ Attendent Traveling

Submit Save as Draft

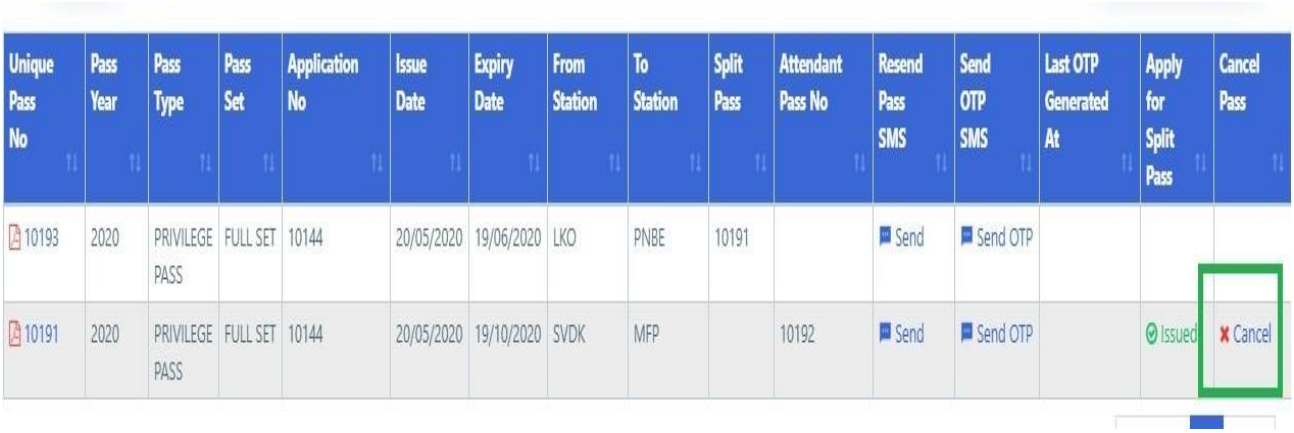
6. Click on '**Save as Draft**' to save details and on '**Submit'** to forward the application to Pass clerk for further approval.

7. To Check Berth Entitlement, click on '**Check Berth / Seat Entitlement**' shown be side application.

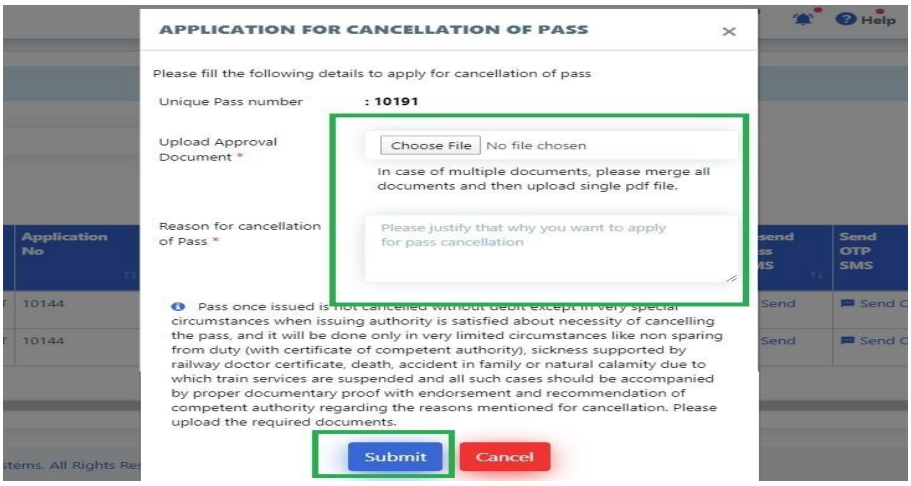
Information of berth entitlement will be shown as shown below:



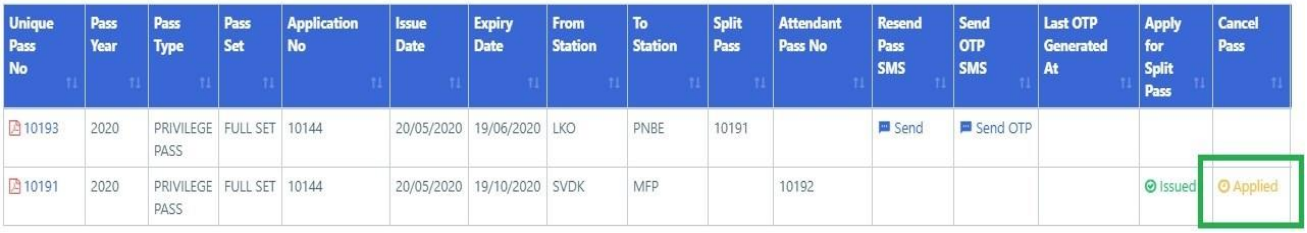
3. Click on '**Cancel'** against the UPN which needs to be canceled. Enter reason for cancellation, upload the approval document form competent authority and click on '**Submit'** button. The request will be forwarded to Pass clerk for further action.



Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP			
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	Send	Send OTP		Issued	Cancel

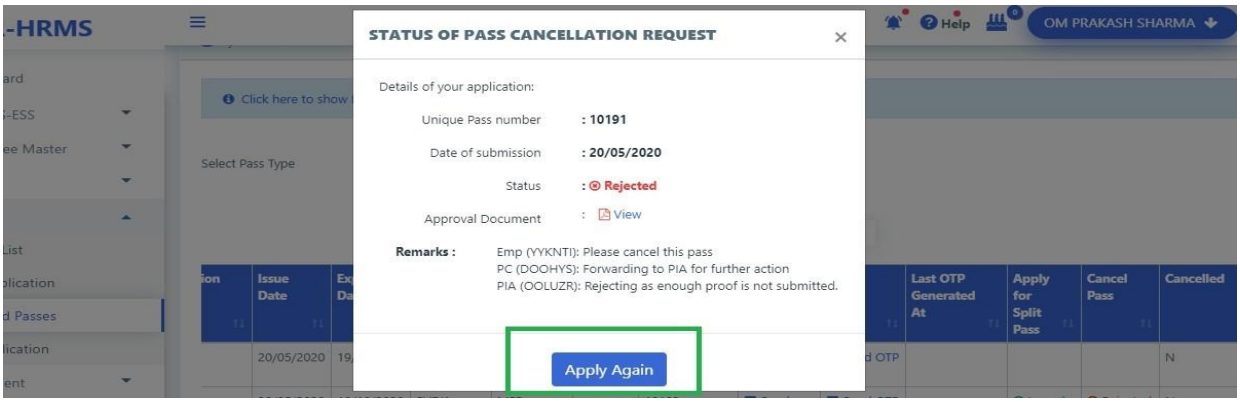


4. To view status of your request, click on 'Applied' against the pass for which cancellation request was submitted. A popup will appear with request details.



Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS	Last OTP Generated At	Apply for Split Pass	Cancel Pass
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP			
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192				Issued	Applied

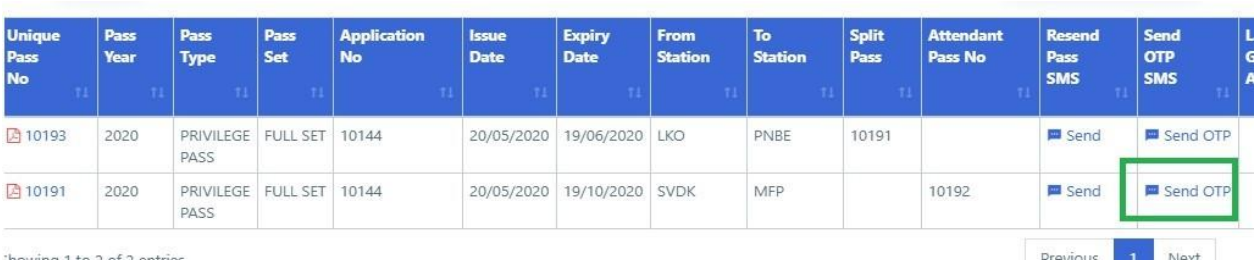
5. If your request was Rejected, you can apply again by clicking on' Apply Again' button on the same pop-upscreen



Send OTP for ticket Booking

1. Go to '**Pass**' > **'My issued Passes'**

2. Click on '**Send OTP'** against the pass for which ticket needs to be booked



Unique Pass No	Pass Year	Pass Type	Pass Set	Application No	Issue Date	Expiry Date	From Station	To Station	Split Pass	Attendant Pass No	Resend Pass SMS	Send OTP SMS
10193	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/06/2020	LKO	PNBE	10191		Send	Send OTP
10191	2020	PRIVILEGE PASS	FULL SET	10144	20/05/2020	19/10/2020	SVDK	MFP		10192	Send	Send OTP

3. Click on **Send OTP** and an OTP will be sent to your registered mobile number

Select Pass Type
Show 25
Search:
ARE YOU SURE?
An SMS with OTP for ticket booking against UPN: 10191, will be sent to your registered mobile number: 12******9
No!
Send OTP
Unique Pass No
Pass Year
Split Pass
Attendant Pass No
Resend Pass SMS
10193
2020
10191
2020
10191
10192
Send
Send

DISCLAIMER

This e-book is prepared to brief a preliminary knowledge about the benefits on Settlement Benefits. This cannot be quoted as an official document for any clarification or interpretation. The contents of this book shall always be co-read with relevant Code /Manual Provisions, Circulars, Rules & Acts wherever applicable.

उत्तर रेलवे
दिल्ली मंडल

itel
Smartphone

जनजातीय गौरव दिवस
भगवान बिरसा मुंडा
15.11.2022
उत्तर रेलवे

Personnel Department

Delhi Division

X 3 398