

No. P-HQ/Ruling/Retirement benefits/121/8019

Estt Rule No 18/2008

To All concerned

Sub:- Joint Procedure Order regarding clearance of settlement dues.

It is observed that the DCRG due to an employee retiring on superannuation/Death/Medical de-categorisation/Invalidation/VR is being delayed on account of non-receipt of commercial clearance/stores clearance.

In order to coop up with the instructions contained in Board's directives for payment of settlement dues to the employees retiring on superannuation/Death/Medical de-categorisation/Invalidation/VR, a Joint Procedure Order is issued for information, guidance & necessary action.

This is being issued with the approval of CPO, FA&CAO and CCM.

Encls.- As above (2 pages).  
(Hindi version will follow).

(T. Lakra)  
Sr. Personnel Officer (RRT)  
For Chief Personnel Officer

#### Joint Procedure Order regarding clearance of settlement dues

For Operating, Commercial staff and the staff dealing with Stores whose DCRG is often held up well after superannuation/death due to Commercial clearance is not made available, the following JPO is issued:-

1. A consolidated list of normal retirement may be published for three years in advance as done by the BSP Divn. and will be circulated to all concerned including CAO(T)/GRC. Basing on which the CAO(T)/GRC will prepare the Comm. debits if any and intimate the Sr. DCMs of the Divns. Six months in advance.

2. A separate cell should be opened in Sr. DCM/DCM's office under the responsibility of nominated Commercial Inspector for follow up with the Sectional Commercial Inspector DTs & TIAs for Commercial outstanding clearance. This will include details of catering debits also.

3. The staff who are dealing with cash/stores may be deployed on the post other than cash dealing atleast 6 months prior to superannuation and all returns/balance sheets are submitted on due dates to traffic Accounts for internal checks from stations.

4. For old cases it will be the joint responsibility of nominated Commercial Inspector of Sr DCM's office and SOs of Hqrs. A/Cs to visit GRC to get necessary clearance well in time.

5. For admitted debits, the same can be deducted in installments (before superannuation) or from the DCRG. Such dues communicated to the Personnel Branch, it is the responsibility of the Personnel Branch the deductions are made accordingly.

6. In such cases where Commercial clearance not assessed and communicated to the Personnel Branch before one month of superannuation of the employee, an exception statement is to be generated and written reasons recorded by the Sr. DCM concerned and put up to CCM and FA&CAO through the DRMs of the Divisions with a recommendation of keep deposit of 10% or as the case may be from the DCRG at the time of superannuation and in any case the clearance may be communicated within 3 months from the date of superannuation to avoid interest on delayed payment of DCRG.

7. In other than normal retirement cases, Commercial clearance should be communicated within six months of death/medical invalidation and within three months in the case of voluntary retirement (considering that three months advance notice is given in this regard). The responsibility of the monitoring cell of Sr.DCM Office and nominated Section Officer at HQ Accounts office will subsist in such case also. Exception statement beyond this period can be generated as for normal retirement cases. These will be followed for expeditious clearance by concerned Commercial and accounts officers. Cases beyond six months will be cleared by keeping a suitable amount in deposit as decided by Sr. DCM. Cases pending beyond one year will be put up in a form of annual statement and the decision will be taken on either write of full payment or part payment by assessing the liability through an enquiry/study by the competent authority. This will ensure that no settlement dues are pending due to commercial clearance beyond one year.

8. This JPO refers to amount held back due to Commercial/Catering debits only. Where Railway Quarters have not been vacated or D&A/Vig./Court cases are pending, settlement dues in part or full can be held back.

Sd/-  
FA&CAO

Sd/-  
CCM

Sd/-  
CPO