



USER MANUAL

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SETTLEMENT SYSTEM

Approximately 30 thousand employees superannuate every year from different Units of Indian Railways. The processes involving finalisation of settlement claim of an employees is cumbersome. This web-based Settlement System enables the authority to finalise the settlement of superannuating employee with ease and convenience.

Centre for Railway Information System
HRMS Group

Document Revision History

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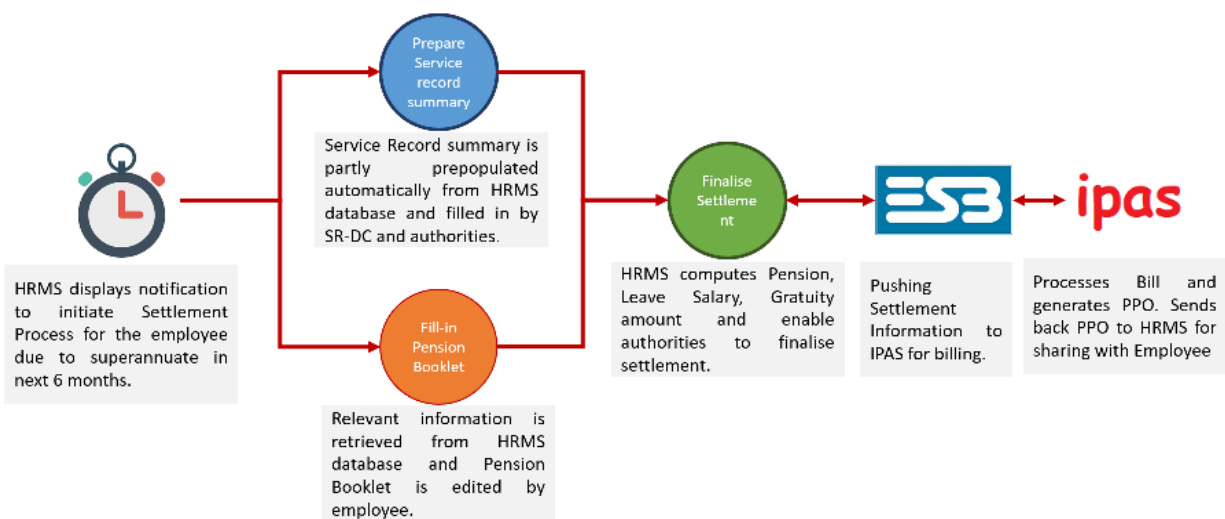
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1.0. Introduction

On an average, approximately 30 thousand employees superannuate from different Units of Indian Railways every year. The processes followed to finalise settlement claim of an employee is cumbersome. This web-based Settlement System under HRMS enables the authorities to finalise the settlement of superannuating employee with ease and convenience.

1.1. How does Settlement System works

The Settlement System in HRMS notifies for initiating settlement process for each employee due for superannuation in next 6 months.



The process gets started with the activity to summarize the service record of the employee. The system automatically summarises service record using available information in HRMS database and allows the authorities to verify, correct and approve it. Parallely, the superannuating employee fills in the Pension Booklet with assistance from Staff & Welfare Inspector. At this level, the system also retrieves necessary information from HRMS database and presents it to employee for further editing and submission. Once, the Summarised Service Record and Pension Booklet is ready, the system computes all superannuation benefits like Leave Salary amount, Pension amount, Death & Retirement Gratuity for the employee to enable authorities to finalise the settlement. At the end, the finalized settlement amount is pushed to iPAS system for necessary Bill preparation and payment to the employee on the date of retirement.

1.2. Limitation of the System

Currently, the Settlement System in HRMS only help in finalizing settlement of superannuating employees of Indian Railways. Finalisation of settlement of employees for other than normal retirement (ONR) cases is not covered under this system.

1.3. Intended User and their respective Roles

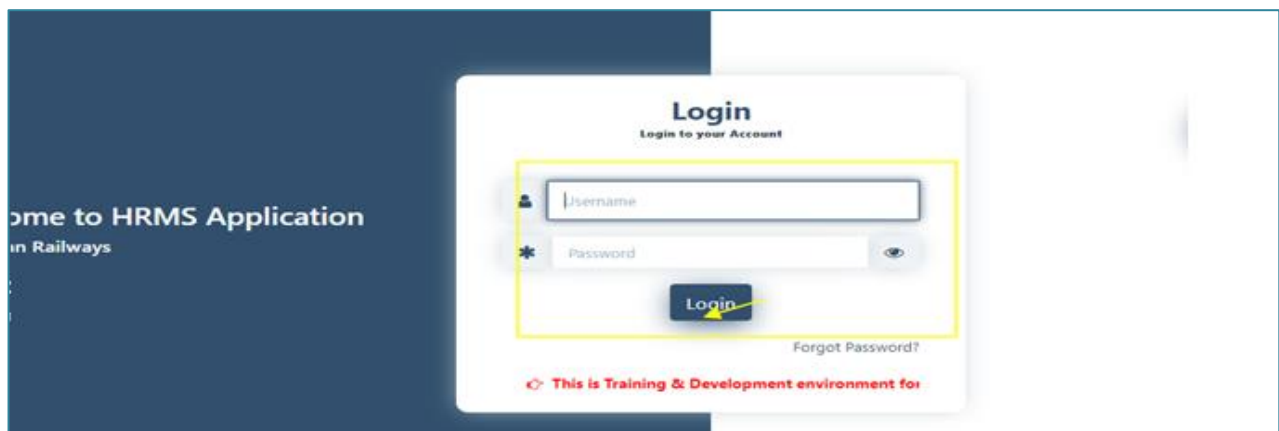
- a) **Service Record Dealing Clerk (SR-DC):** One who handles all the service matters of the employee. SR-DC takes the entry of Service Details Form by summarizing service record of the superannuating employee and forwards it for further process. Also assigns the Staff & Welfare Inspector (SWI), Departmental Level Verification Authority and Departmental Level Acceptance Authority.
- b) **Service Record Verifying Authority (SR-VA):** SR-VA verifies the correctness of Service Details Form of the superannuating employee created by the SR-DC.
- c) **Service Record Accepting Authority (SR-AA):** SR-AA accepts the Service Details Form of the superannuating employee that is created by the SR-DC.
- d) **Staff & Welfare Inspector (S&WI):** One who assists the employee to understand and fill in the Pension Booklet having all the necessary details.
- e) **Superannuating Employee:** Employee, who is going to superannuate within next 6 months, fills in the Pension Booklet form to initiate the process.
- f) **Department Level Verification Authority (DVA):** DVA is the immediate supervisor or any other designated authority within the department of superannuating employee. The role of DVA is to verify the details filled in by employee in Pension Booklet form and forward it to DAA, if found correct, or return it to the employee, if needs correction.
- g) **Department Level Acceptance Authority (DAA):** DAA is the controlling officer or any other designated authority within the department of superannuating employee. The role of DAA is to approve the Pension Booklet filled in by employee, if found correct, or return it to the employee, if needs correction.
- h) **Unit Admin (UA):** Unit Admin, an authority for each Unit as designated in HRMS software, should identify a team in the Settlement Section and assign the case of the superannuating employee for finalising the settlement. The team comprises a Settlement Dealing Clerk (SDC), a Settlement Verification Authority (SVA) and a Settlement Acceptance Authority (SAA).
- i) **Settlement Dealing Clerk (SDC):** One, who fills in details related to recoveries, computations of settlement benefits and verification of calculations done on the basis

of length of service including commutation percentage. SDC forward settlement computation sheet to SVA (Settlement Verifying Authority) for verification.

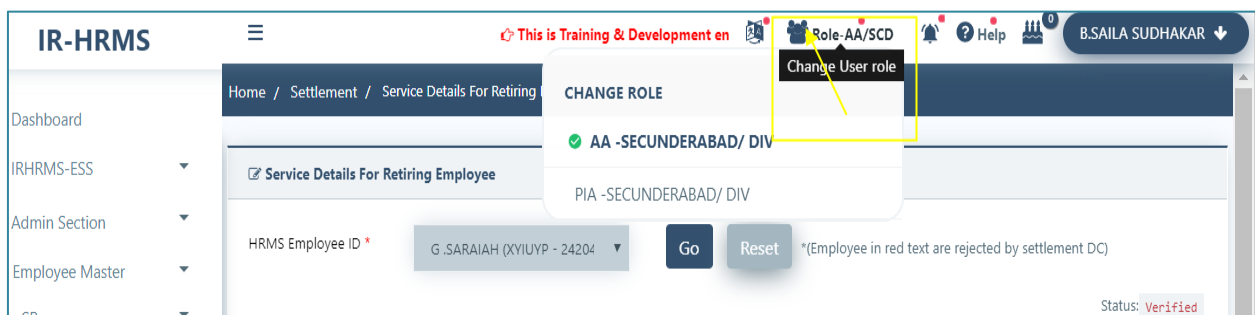
- j) **Settlement Verifying Authority (SVA):** SVA verifies correctness of details of recoveries, length of service, commutation percentage, settlement benefits that is computed and submitted by the SDC. SVA forwards the same to SAA (Settlement Accepting Authority), if found correct, or returns to SDC if needs correction.
- k) **Settlement Accepting Authority (SAA):** SAA accepts the settlement benefits of the superannuating employee computed by SDC and verified by SVA, if found correct, or returns to the SDC, if it needs correction.

1.4. How to Login to the System

- a) Go to HRMS application (by typing <http://203.176.112.80/HRMSTEST> on the browser)¹ and login using HRMS ID & Password (for Any user of HRMS)
- b) Enter OTP received on registered Mobile No.



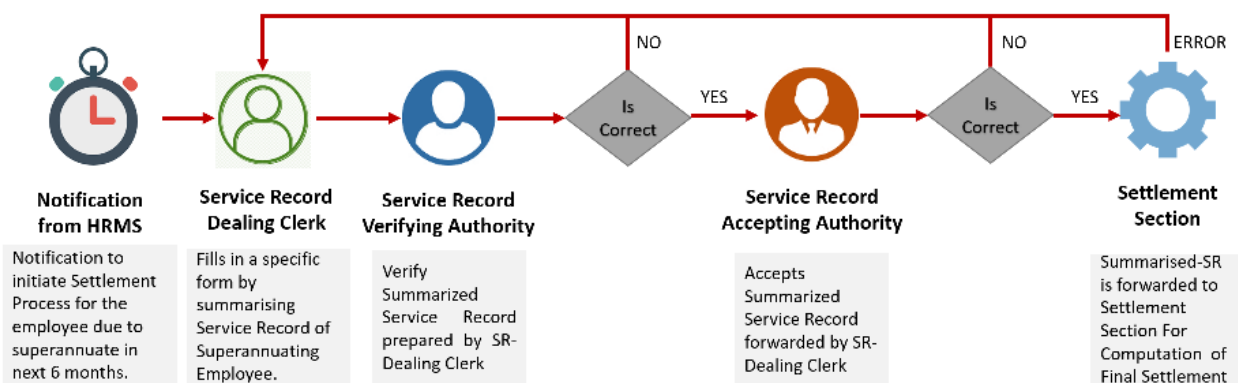
- c) A User might have multiple roles assigned to him. To perform the roles related to settlement he has to select the correct role by clicking on icon as shown below.



¹ This is the URL of the test environment. This URL may be changed and will be intimated later to the User.

2.0. Summarising Service Record

The Settlement System under HRMS displays notification alert to the concerned Service Record Dealing Clerk (SR-DC) to initiate Settlement Process for the employee due to superannuate in next 6 months. The Settlement System partly pre-populates the Service Record Summary form and presents it before the SR-DC. SR-DC fills in the required information and submits it to the Service Record Verifying Authority (SR-VA) for verification. SR-VA verifies the service record summary form and forwards it to Service Record Accepting Authority for approval. SR-VA returns the form with remark to the SR-DC, if found incorrect, for necessary correction. SR-VA accepts the Service Record Summary Form if found correct or else returns to the SR-DC for necessary correction. The approved Service Record Summary Form is sent to Settlement Section for necessary action.



2.1. Preparing Service Record Summary Form by SR-DC

- Dealing clerk will login using his credentials in HRMS and notification of retiring employee will be seen in his/ her dashboard in red color. After clicking “notification bar”, DC will be redirected to “service detail of retiring employee” page.

The screenshot shows the HRMS Dashboard for a user with the following details:

- UserID:** YPGQJE
- Employee Name:** L. MADVI
- BillUnit:** 0905776
- Designation:** JR CLERK
- Railway Unit:** SECUNDERABAD/ DIV
- Zone/PU/Institute:** SCR

A red notification bar at the top states: "Kindly Fill the Summarized SR for Retiring employees and then Click here to assign Welfare Inspector, Immediate Supervisor and Controlling Officer to the Employees retiring in next 3 months."

On the left, there is a section titled "Statistics of Users of HRMS application" with a "Load Count" button. It displays two tables for "Your Unit: SECUNDERABAD/ DIV" and "Zone: SOUTH CENTRAL RAILWAY (SCR)".

On the right, there is a "Notifications" section. A large white arrow points to a link that says "Click Here". Below the arrow, it says "This is Development environment for JR-HRMS".

b) After selecting the superannuating employee the User has to click on Go button.

Home / Settlement / Service Details For Retiring Employee

Service Details For Retiring Employee

HRMS Employee ID * Please select Go Reset *(Employee in red text are rejected by settlement DC)

Please select

- OM SINGH CHOUHAN (SIHGWD - 53307646173 - MECHANICAL - 30/05/2020)
- RANI (INMTBX - 53307646148 - ADMIN/GENERAL - 30/06/2020)
- MANBHARI DEVI (DTXCOM - 53307646136 - MECHANICAL - 30/06/2020)
- ANIL KUMAR BHATI (JQSUAR - 53307645673 - MECHANICAL - 30/06/2020)
- SAITAN SINGH (MIYLXH - 53307650360 - MECHANICAL - 30/06/2020)
- TRILOK CHANDRA SUTHAR (SAJHNC - 53307639739 - PERSONNEL - 30/06/2020)
- VIJAY LAXMI (YUAWOL - 53307646288 - MECHANICAL - 31/05/2020)
- LEELA DHAR DAVE (CRKPLO - 53319481287 - MECHANICAL - 31/07/2020)
- RADHAY SHYAM PATHAK (HAPQAY - 53307650061 - MECHANICAL - 31/07/2020)

Welfare Inspector Relationship

Service Details For Retiring Employees

c) Employees appearing in red color are the cases which are returned by Settlement Dealing Clerk.

d) The SR-DC is required to enter the service details form for the retiring employees in the next six months, so that the Settlement section may get the values for computing Pension and other details for calculations.

e) After clicking on GO button, SR-DC will get a screen for filling up Summarised Service Details. Format is given below:

Home / Settlement / Service Details For Retiring Employee

Service Details For Retiring Employee

HRMS Employee ID * SAITAN SINGH (MIYLXH - 53 Go Reset *(Employee in red text are rejected by settlement DC)

Status: Draft

Leaves Details

Number Of LAP Balance * 250 No Of LHAP Balance * 200

Joining Date * 01/09/1987 Retirement Date * 30/06/2020

Regularization Date DD/MM/YYYY Substitute Date DD/MM/YYYY

Date of temporarily status/Project casual Labour DD/MM/YYYY

D&AR Clearance * Y Vigilance Clearance * Y



Is Doctor? N Is Running Staff? N



If DCRG is calculated for Previous service * N Last DA Rate * 17

*Effective from Date:01-07-2019



Last Basic Pay(in) 68000 Length Of Service 1 3 20

Group Entry Dates:(For Group Insurance)





Group D  Group C 

Group B  Group A 

Military Service record details

Service From  Service To 

Other Service record details

S.No	Service From	Service To
1	<input type="text" value="11/08/1987"/> 	<input type="text" value="19/08/1987"/> 
2	<input type="text" value="DD/MM/YYYY"/> 	<input type="text" value="DD/MM/YYYY"/> 

Remarks From DC

Submit **Save as Draft**

- f) Status of the service detail of employee (draft/ submitted) is in above (in circle).
- g) After filling complete service details, SR-DC will submit the service details.
- h) After submitting the Summarised-SR Form of Superannuating Employee, another Form (as presented in following section 2.2) will be visible to SR-DC for assigning the case to specific Staff & Welfare Inspector, Immediate Supervisor/ DVA and Controlling Officer/ DAA.

2.2. Access Authorisation to S&WI, DVA and DAA

IR-HRMS or IR-HRMS Role-DC/JUN Help SANJAY KUMAR SINGH

Home / Settlement / Welfare Inspector Relationship

Welfare Inspector Relationship

Please assign Welfare Inspector, Immediate Supervisor And Controlling Authority Assignment To Retiring Employees. Also fill the required details.

Sr. No.	Retiring Employee	Welfare Inspector	Immediate Supervisor	Controlling Officer
1	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>

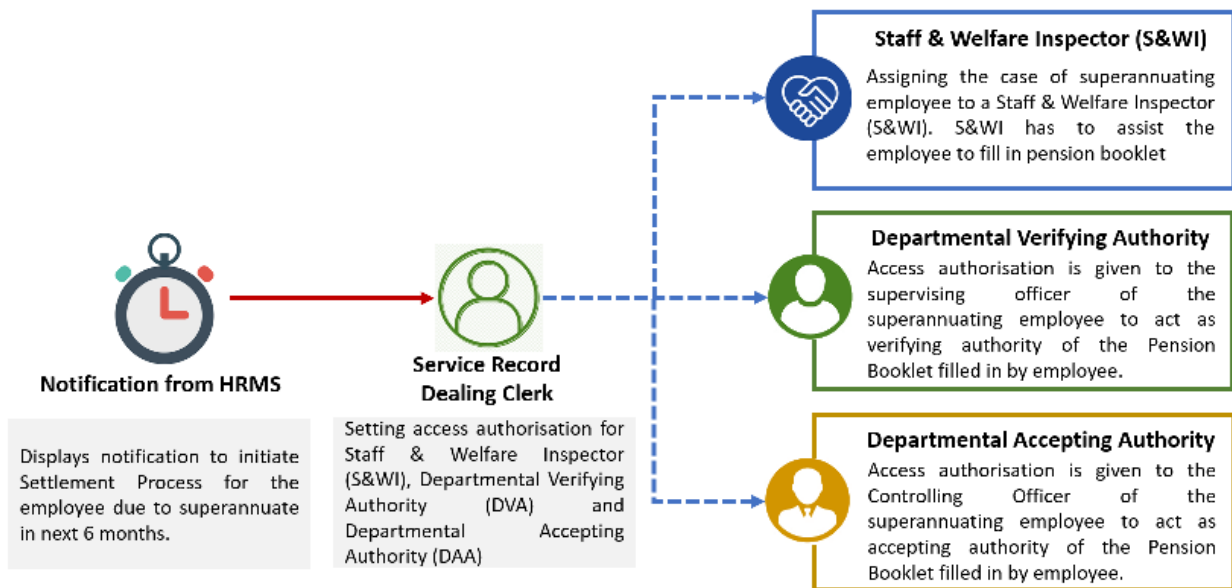
Submit

KAMLA (ZOLMKX - 5330763239 - MECHANICAL - 2020-04-30)

RANI (INVTBX - 53307646148 - ADMIN/GENERAL - 2020-06-30)

Role Assignment Record

- a) Using Role assignment record, SR-DC may see the roles already assigned.
- b) Here SR-DC will have to assign the case of the superannuating employee to one Staff & Welfare Inspector. If required, employee may take help from S&WI in filling up the form and other issues related to Pension Booklet.
- c) SR-DC sets access authorization to the Immediate Supervisor and Controlling Officer of the superannuating employee as Departmental Verification Authority (DVA) and Departmental Acceptance Authority (DAA) respectively. The responsibility of the DVA and DAA is to verify and accept the Pension Booklet submitted by the superannuating employee respectively.
- d) The S&WI, DVA and DAA will be informed about the assignment of roles by SMS.



- e) Once the SR-DC fills the service details form and completes the S&WI and other assignments the pension booklet will be available for the retiring employee to fill it in, and service details form will be visible to settlement section for further computations/ calculations.

2.3. Verifying Summarised Service Record Form by SR-VA

- a) SR-VA (Service Record Verifying Authority) will have the record of retiring employees in his HRMS account after successful submission of Service Details Form and WI mapping assignment by SR-DC. After selecting concerned employee from list SR-VA clicks on GO button to verify the details.

- b) SR-VA checks and verifies the details shown. If all the details are found to be valid/correct SR-VA can Verify the record by pressing Verify Button. If some discrepancy is found SR-VA can Return the case by Pressing Return button.

IR-HRMS

Home / Settlement / Service Details For Retiring Employee

Service Details For Retiring Employee

HRMS Employee ID * G .SARAI AH (XYIUYP - 24204) **Go** **Reset** *(Employee in red text are rejected by settlement DC)

Status: Submitted for Verification

Leaves Details

Number Of LAP Balance * 250 No Of LHAP Balance * 200

Joining Date * 01/01/1984 Retirement Date * 31/05/2020

Regularization Date 11/03/2020 Substitute Date 25/02/2020

Date of temporarily status/Project casual Labour 04/03/2020

Other Service record details

S.No	Service From	Service To
1	DD/MM/YYYY	DD/MM/YYYY
2	DD/MM/YYYY	DD/MM/YYYY

Remarks From DC OK

Remarks From VA

Return **Verify**

2.4. Approving Summarised Service Record Form by SR-AA

- a) SR-AA (Service Record Accepting Authority) will have the service details of Employees in his HRMS account after its successful verification by SR-VA.

- b) SR-AA will fill in the Remarks and accept the Service Details Form for further action or return it to SR-DC for rectification. After acceptance, Service Details Form will be available for Settlement Dealing Clerk (SDC).

IR-HRMS or HRMS Role-AA/SCD Help B.SAILA SUDHAKAR

Home / Settlement / Service Details For Retiring Employee

Service Details For Retiring Employee

HRMS Employee ID * *(Employee in red text are rejected by settlement DC)

Leaves Details

Number Of LAP Balance * No Of LHAP Balance *

Joining Date * Retirement Date *

Regularization Date Substitute Date

Date of temporarily status/Project casual Labour

D&AR Clearance * Vigilance Clearance *

Status: **Verified**

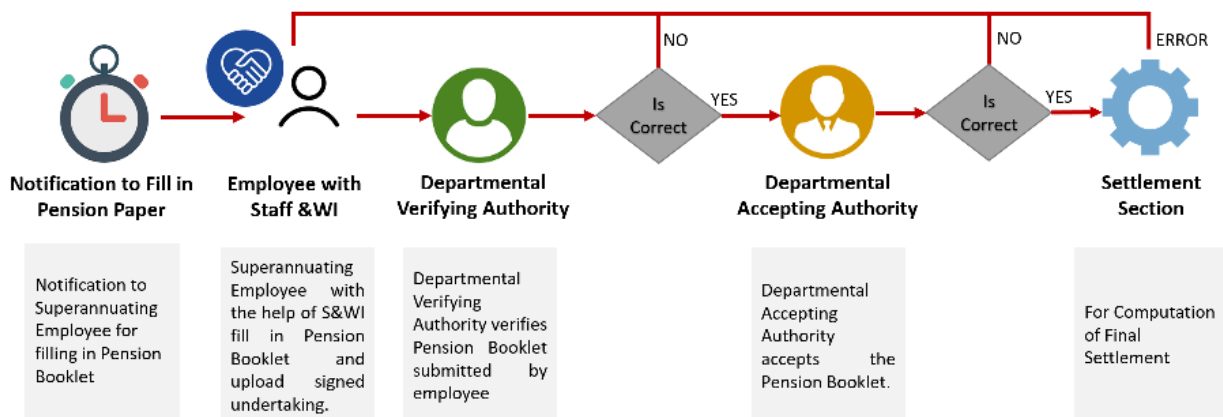
Remarks From DC

Remarks From VA

Remarks From AA

3.0. Preparing Pension Booklet

Once the SR-DC sets up or provides access to Staff & Welfare Inspector, DVA and DAA, the Settlement System triggers automatic alert to the superannuating employee and the concerned S&WI to initiate filling in the Pension Booklet. Option is available with S&WI to fill in the Pension Booklet form on behalf of employee (on employee's request) but final submission of this form is to be done by concerned Employee only. The supervising officer of the employee or the Departmental Verifying Authority (DVA) verifies the Pension Booklet and forwards it to the Departmental Accepting Authority, if found correct. Otherwise, DVA returns the Pension Booklet to the employee for necessary correction. Finally, the Departmental Accepting Authority approves the Pension Booklet, if found correct or returns it to the employee for necessary correction.



3.1. Filling in the Pension Booklet on behalf of Employee by Welfare Inspector

- Staff & Welfare Inspector (S&WI) / Employee can login using their credentials in HRMS Web Application to enter the retiring Employee's settlement related information in Settlement module. However, Welfare Inspector will not be allowed to submit the Pension Booklet, he can enter and save details on behalf of the employee if employee finds it difficult.
- Once the S&WI selects the employee from list mentioned below he/ she will fill the Pension Booklet for the respective employee.
- WI will fill details in all six tabs, if Employee is unable to do so because of some reasons.
- Fields marked in grey are auto filled and not editable. In each tab there will be three buttons- Save as Draft, Reset and Next.

Home / Settlement / Pension Booklet Form

Pension Booklet

Personal Information Official Information Pay Related Information Bank Details Nominee For Pension Family Quarter Details

Status: Draft

HRMS Employee ID	SIHGWD - OM SINGH CHOUHAN - 30/05/2020	Employee Name *	OM SINGH CHOUHAN
Aadhaar Number *	742291170278	Upload Aadhaar *	Choose File No file chosen Upload
Nationality *	INDIA	Date Of Birth *	13/03/1960
Religion *	HINDU	Community *	GENERAL
Gender *	MALE	Father Name *	SH. DAULAT SINGH
Spouse Name	PUSHPA CHOUHAN	Upload Joint photograph	Choose File No file chosen Upload
PAN Number *	AAIPC9920D	Upload PAN *	Choose File No file chosen Upload
Identification Mark 1 *	INJURY MARK ON LEFT HAND	Identification Mark 2	OPERATION MARK ON WAIST

Personal Information **Official Information** Pay Related Information Bank Details Nominee For Pension Family Quarter Details

Status: Draft

HRMS Employee ID	SIHGWD	Employee Type *	REGULAR EMPLOYEE WITHOUT TRAINING
Date Of Start Pension *	31/05/2020	Retirement Type *	NORMAL RETIREMENT
Retirement Date *	30/05/2020	Mode Of Joining *	RRB
Date Of Cessation	30/05/2020	PF No. *	07646173
Department *	MECHANICAL	Designation *	TECHNICIAN GRADE III (MILL WRIGHT) (2) (DIESEL)
Office *	CWM Jodhpur	Station *	JUWS
Division *	JUW	zone *	NWR
Commutation Percentage *	40		

- e) After completely filling all details 'save as draft' should be clicked to save the details and changes can be seen by Employee in his Pension Booklet Form. (Welfare Inspector can only save the employee record in Draft status)

Personal Information Official Information **Pay Related Information** Bank Details Nominee For Pension Family Quarter Details

HRMS Employee ID: SIHGWD Pay Level: 6

Pay rate(Basic Pay): 64100 Bill Unit: 080100

DA Rate: 17

Military Service record details(Required if Military Service Dates are filled by SR DC)

Service From: 30/05/2020 Service To: 30/05/2020 (Entry Auto Filled)

PPO Date: 03/04/2020 PPO No(Pension Payment Order): 455665

Gratuity received: 5655665 Upload PPO: Choose File No file chosen Upload

Other Service record details

S.No	Service From	Service To
------	--------------	------------

Pension Booklet

Personal Information Official Information Pay Related Information **Bank Details** Nominee For Pension Family Quarter Details

HRMS Employee ID: SIHGWD IFSC Code: SBIN0007991 Check IFSC

Name of Bank: state bank of india Branch Name: gill nagar

Bank Address In Full: choolaimedu MICR Code: 12345

Pensioners Name As Per Bank A/C: sgihswd Saving Bank A/C Number: 1234567887

Upload Cancelled Cheque: Choose File No file chosen Upload

Witness 1 Details Witness 2 Details

f) The entries for family members may be added or deleted by using below icons (+/-).

Pension Booklet

Personal Information Official Information Pay Related Information Bank Details Nominee For Pension **Family** Quarter Details

HRMS Employee ID: SIHGWD Status: Draft

Handicapped	Nature of Handicap	Dependent	Name of Spouse of Child	Marriage Date	Member Photo	Family CTSE opted
No	Please Select	Yes		DD/MM/YYYY	Choose File No file chosen Upload	Yes +
No	Please Select	No		DD/MM/YYYY	Choose File No file chosen Upload	Yes -

To add new entries To delete an entry

g) After completion of the entire tab, Preview and Download option are available in last tab (Quarter Details), Welfare Inspector can preview and save the Employee's settlement information as application form in PDF format.

h) If Reset Button is pressed, it will clear the current screen along with the contents. User will lose all the information/details if not SAVED.

i) Staff & Welfare Inspector cannot submit employee record. Once Welfare Inspector has saved employee record in Draft mode then employee will login and submit his record entered by Welfare Inspector. Employee takes assistance of Staff & Welfare Inspector in case he is not able to fill it himself.

3.2. Submitting Pension Booklet by Superannuating Employee

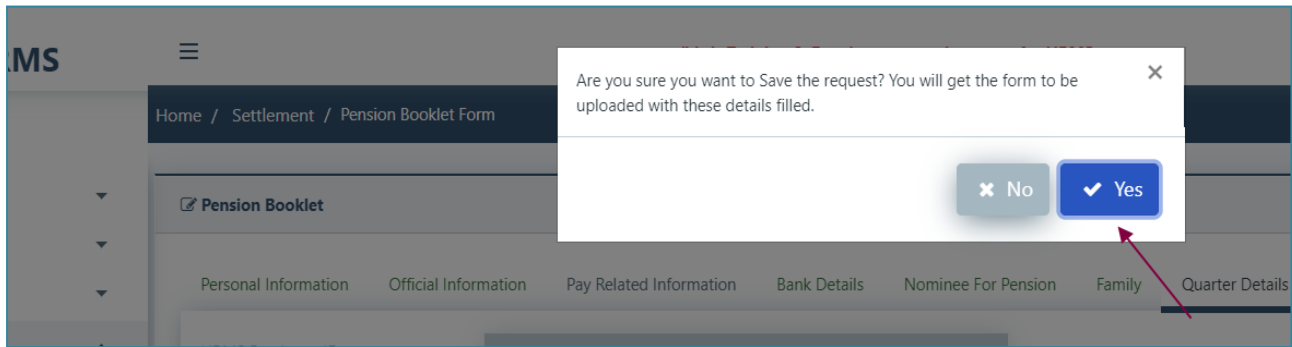
a) The Superannuating Employee will have the same User Interface of Pension booklet, except that he/ she will have the authority to submit the Pension Booklet.

- b) Employee will have to upload signature of his or her self and spouse by clicking on 'click here to sign' in Personal Tab

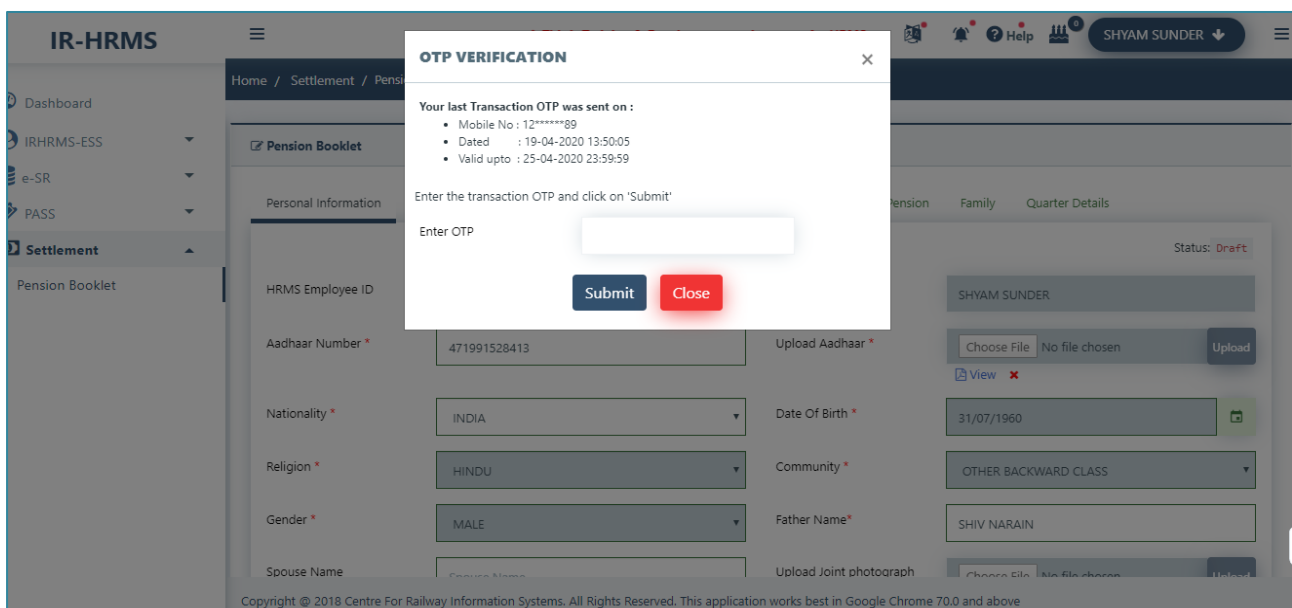
The screenshot shows the 'Pension Booklet' form with the 'Personal Information' tab selected. The form is divided into two columns. The left column contains fields for HRMS Employee ID, Aadhaar Number, Nationality, Religion, Gender, Spouse Name, PAN Number, Identification Mark 1, Height in Cms, Blood Group, and Medical Allowance Opted. The right column contains fields for Employee Name, Upload Aadhaar, Date Of Birth, Community, Father Name, Upload Joint photograph, Upload PAN, Identification Mark 2, Current Phone NO, Upload Retiring Employee's Photograph, Click for employee sign, and Click for spouse sign. Arrows point to the 'Click here to sign' buttons for both employee and spouse.

- c) After Employee enters all his/her information successfully, he/she can submit the record. For submitting, employee should click on Save the Details in last tab (Quarter Details).
- d) Once Employee submits his record, he/she cannot edit any information as submitted record will become non editable.

The screenshot shows the 'Pension Booklet' form with the 'Quarter Details' tab selected. The form contains fields for HRMS Employee ID, Quarter No, Station, Date of vacation of Quarter, Colony, and Retention of Quarter Granted upto. The 'Save the Details' button is highlighted with a red box.



- e) To submit the pension booklet, employee needs to Submit the case with an OTP sent on his/ her registered mobile number.



- f) Employee will download submitted form and put her/his signature, thumb impression on it. Then with the assistance of Staff & Welfare Inspector the hardcopy form get signed by Departmental Verifying Authority/ Supervisor and Departmental Accepting Authority/ Controlling Officer. Then the signed hardcopy of form is forwarded to Settlement Section. This provision is being kept alongwith the softcopy movement (which will happen online,) at present if required by field units and can be dispensed with later, if thought non-essential.

Application Form for Payment of Pension & Other Retirement Benefits to the Railway Employee

(Note: Application Form to be filled up to all required by the employee and submitted in duplicate.)

1. Furnish below my relevant particulars and request to arrange to pay me DCRG Gratuity, SRPF, CSEDG & Pension and any be provided to someone. -% (parental of my person)

1) Full Name(Block letters) : _____ 4) Date Of Birth : _____

2) Father's/Husband Name : _____ 5) Designation : _____

3) Date Of Birth : _____ 6) BLSD No : _____

7) Pay Level : _____ 8) Basic Pay : _____

9) SRPF No : _____ 10) PAN No : _____

11) Mobile No : _____ 12) Email ID : _____

13) Aadhaar No : _____ 14) Religion : _____

15) Mark of Identification : _____ 16) Date Of Retirement : _____

17) Permanent Correspondence Address (with PIN Code) : _____

18) Permanent Address (After Retirement) with PIN Code : _____

19) Class Of Pension : _____

20) Details of Public Sector Bank from where pension will be drawn : _____

a) Bank Name : _____ b) Savings Bank Account No : _____

c) Branch : _____ d) IFSC : _____

e) Address : _____

21) Medical Facility being availed at present : _____

22) Details of Military / Other Service, if any : _____

23) Total Period of Service (From/To) : From : N/A To : N/A

24) Amount of gratuity received for the Service : N/A

25) PPO No & Date of Issue (attach a self attested photocopy of PPO) : N/A

Note: Please attach: i) A cancelled cheque, issued for Bank Account mentioned above at S.N. 21 ii) Self attested photocopy of PAN, Aadhaar and Medical Cards

Place : _____ Date : _____

Employee's Signature : _____

DECLARATION FOR NON ACCEPTING COMMERCIAL EMPLOYMENT

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

- g) Status will be changed after submission by employee and record will be forwarded to concerned departmental verification authority (DVA).

Home / Settlement / Pension Booklet Form

☒ Pension Booklet

Data Submit Successfully for Employee SHGWD

Personal Information Official Information Pay Related Information Bank Details Nominee For Pension Family Quarter Details

Status: Submitted for Verification

3.3. Verification of Pension Booklet by Departmental Verifying Authority

- a) Departmental Verifying Authority or the Supervising Officer of the superannuating employee will login using his/ her credentials in HRMS Web Application. On the Left side under Settlement Main menu, there will be Verify Pension Booklet menu. Once DVA clicks that menu it will open Verify Pension Booklet tab under which he can see records of all employee submitted for verification. Verification Authority can choose employee one by one by clicking on GO button to verify their records.

IR-HRMS

ment for HRMS In case of any issues please reach out to HRMS helpdesk @ 011-23352414, 23352415, 23352416 or write to

Home / Settlement / Verify Pension Booklet

Verify Pension Booklet

HRMS Employee ID *

--Select Employee--

--Select Employee--

S K CHAUDHARY - (A/LUGB)

SHIV MURAT RAM - (DKPQDY)

RAM KRISHNA SINGH - (AFDSC)

Go Reset

PENSION BOOKLET FOR EMPLOYEE

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IR-HRMS

ment for HRMS In case of any issues please reach out to HRMS helpdesk @ 011-23352414, 23352415, 23352416 or write to

Home / Settlement / Verify Pension Booklet

Verify Pension Booklet

HRMS Employee ID *

OM SINGH CHOUHAN - (SIHGWD)

Go Reset

PENSION BOOKLET FOR: OM SINGH CHOUHAN - (SIHGWD)

APPLICATION FORM FOR PAYMENT OF PENSION & OTHER RETIREMENT BENEFITS TO THE RAILWAY EMPLOYEE

I, OM SINGH CHOUHAN, furnish below my relevant particulars and request to arrange to pay me DCRG/Gratuity, SRPF, CGEGIS Pension and may be permitted to commute 30% of my pension

1) Full Name(Block letters)	: OM SINGH CHOUHAN	4) Date Of Appointment	:
2) Father's/Husband Name	: SH. DAULAT SINGH	6) RUID No	:
3) Date Of Birth	: 13-03-1960		
5) Designation	: TECHNICIAN GRADE III (MILL WRIGHT)		

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- a) DVA should scroll down to the end of the verification page, he/ she can see Remarks box, Verify and Return button. DVA should give remarks on employee document whether information given by employee is correct or needs modification in specific fields. DVA may click verify button to forward the Pension Booklet Form to concerned

Departmental Acceptance Authority or click return button to return it to employee for necessary correction.

Remarks *

Remarks for Pension Booklet

Verify Return

Click to upload sign*

Click here to sign

- b) The DVA is required to sign the Pension Booklet and verify or return it with remarks by entering OTP.

IR-HRMS

OTP VERIFICATION

Your last Transaction OTP was sent on :

- Mobile No : 12*****89
- Dated : 19-04-2020 13:59:49
- Valid upto : 25-04-2020 23:59:59

Enter the transaction OTP and click on "Submit"

Enter OTP

Submit Close

Remarks *

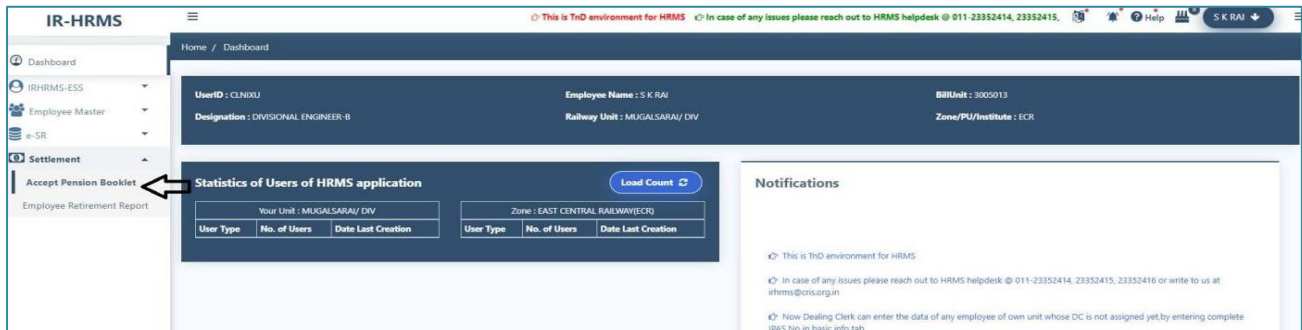
Verify Return

- c) After successful validation DVA will get successfully verified Pension Booklet message for the employee. Once the Pension Booklet is successfully verified, then it will be forwarded to concerned Acceptance Authority.

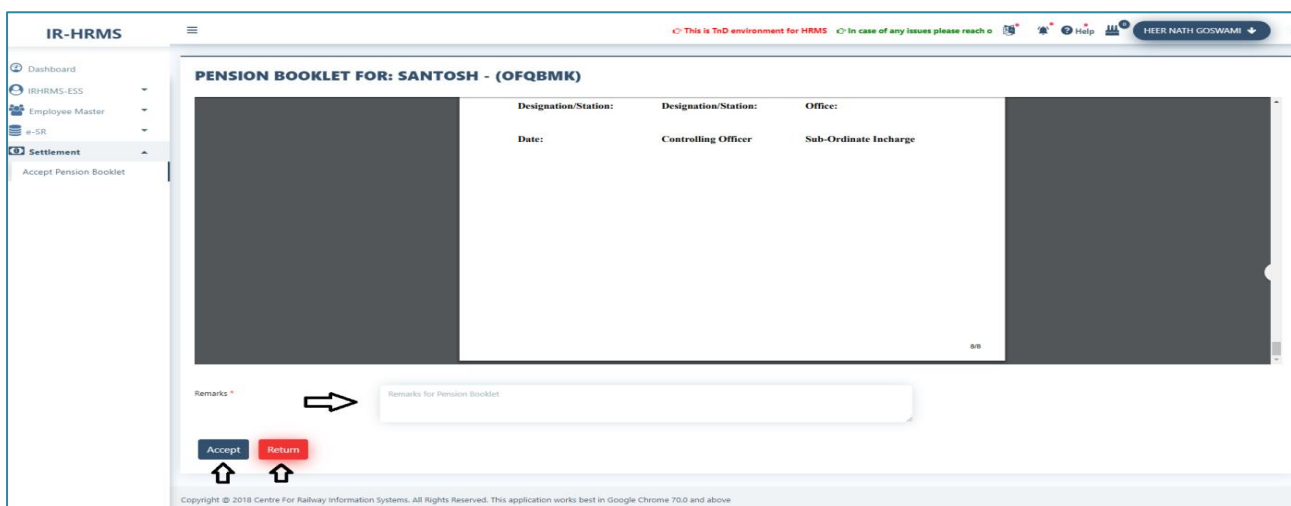
Your remarks for Pension Booklet for the employee SIHGWD have been succesfully submitted

3.4. Approval of Pension Booklet by Departmental Accepting Authority

- a) DAA (Departmental Accepting Authority) should login using his credentials in HRMS web application. On the Left side under Settlement Main menu, there will be Accept Pension Booklet option.



- b) DAA should scroll down to end of the document page. Remarks box, Accept and Return buttons are visible at the end. DAA should give Remarks on verified document that given information by employee is correct or needs some modification in specific fields. After giving remarks DAA has to click Accept or Return button.
- c) If DAA clicks Accept Button then records status will be changed to ACCEPTANCE BY CONCERNED AUTHORITY. If Return Button is clicked then records status will be changed to ACCEPTANCE RETURNED BY CONCERNED AUTHORITY.



- d) The DAA is required to sign the Pension Booklet and Accept/ Return it with Remarks by entering OTP.

Accept Pension Booklet

IPAS

Remarks *

ok

Accept Return

Click to upload sign*

Submit Signature Clear Signature

OTP VERIFICATION

Your last Transaction OTP was sent on :

- Mobile No : 12*****89
- Dated : 24-04-2020 11:53:37
- Valid upto : 30-04-2020 23:59:59

Enter the transaction OTP and click on 'Submit'

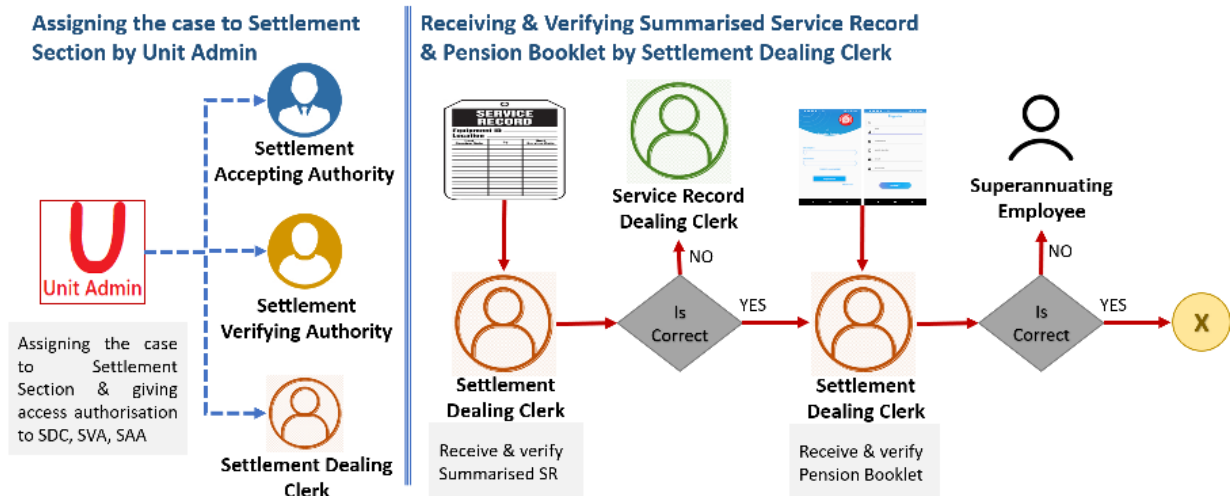
Enter OTP

Submit Close

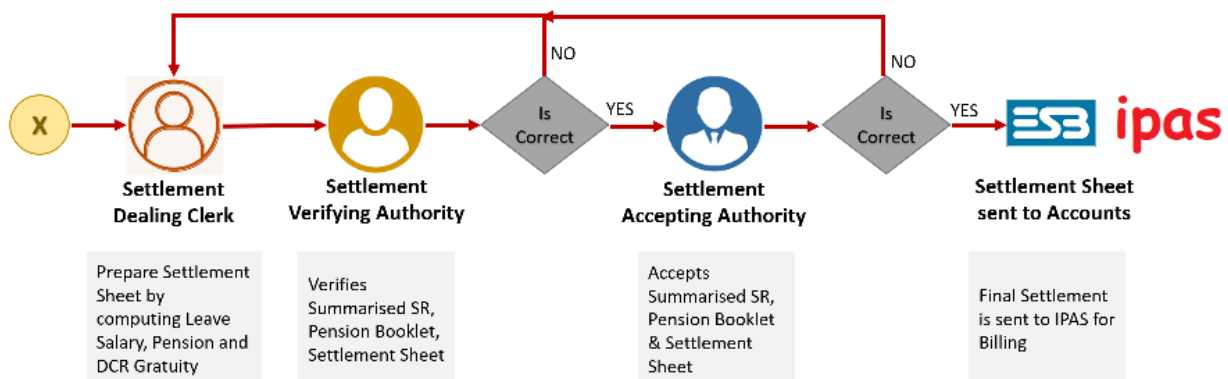
- e) The DAA will verify Pension Booklet details with remarks and signature to accept and forward the pension booklet to Settlement DC or return it to Employee.
- f) After Successful OTP validation, DAA will get message for successfully accepting the Pension Booklet for the Employee.

Your remarks for Pension Booklet for the employee SIHGWD have been succesfully submitted

4.0. Finalisation of Settlement for Superannuating Employee



Unit Admin has to assign the case to specific Settlement Dealing Clerk (SDC), Settlement Verification Authority (SVA) and Settlement Accepting Authority (SAA). Immediately after, the Settlement System routes the Summarised SR and Pension Booklet to SDC for further processing. The primary job of the SDC is to ensure the correctness of both the forms. In case, the SDC discovers any error in Summarised SR, then it is returned to the concerned SR-DC. Similarly in case, the SDC identifies any mistake in Pension Booklet, the same is returned to the employee for necessary correction. If both these documents are correct then the SDC starts preparing the Settlement Sheet.

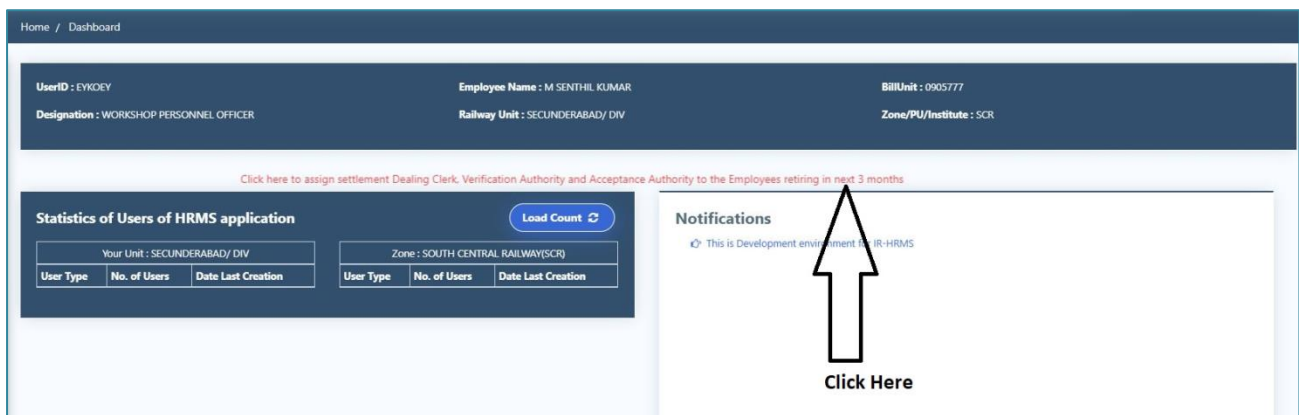


The SDC prepares Settlement Sheet by computing Leave Salary, Pension and Death-cum-Retirement Gratuity amount and submits it to SVA. SVA verifies the Settlement Sheet along with the Summarised SR and Pension Booklet and forwards them to SAA if found correct. In case, the SVA discovers any mistake then he returns it to the SDC with necessary observation. Once the SAA receives the Settlement Sheet, he approves the Settlement Sheet, if all information/ computation

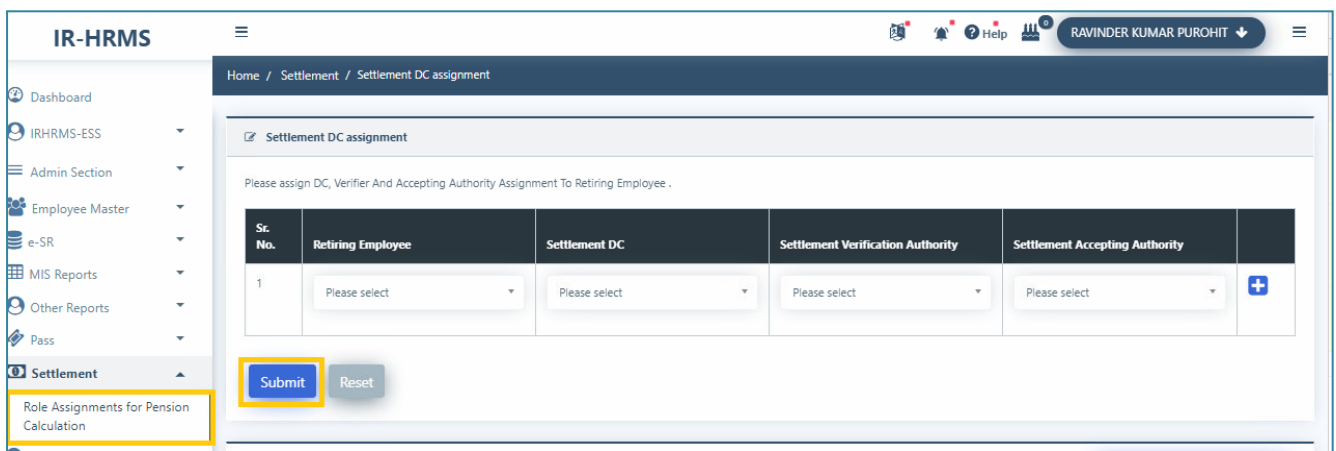
is correct. In case, any mistake in the Settlement Sheet is identified by SAA, then it is returned to SDC for necessary correction and re-submission. The finalised Settlement Sheet is automatically sent to the IPAS for billing.

4.1. Assigning Case to Settlement Section by Unit Admin

- a) Unit Admin (UA) will login using his credentials in HRMS and notification of retiring employee will be seen in his/ her dashboard in red color. After clicking “notification bar”, UA will redirect to “Role assignment for pension calculation” page.



- b) Unit Admin assigns the case to a team comprising of SDC (settlement dealing clerk), SVA (settlement verifying authority) and SAA (settlement accepting authority) of the settlement section. The responsibility of this team is to calculate and prepare settlement sheets.



4.2. Filling in Settlement Form by SDC

- a) Settlement Dealing Clerk (SDC) will login using his credentials in HRMS Web Application.

- b) After receiving hardcopy of filled in and signed Pension Booklet from superannuating employee, Settlement DC has privilege to upload scanned copy of pension booklet and Undertaking letter from pensioners.

- c) Approved Pension Booklet and Sumarised SR of employee reaches Settlement Section with the calculation sheets. Settlement Sheet is prepared on the basis of information provided by SR-DC and Employee.

- d) SDC will fill in GIS value, recoveries detail if available and other bills by clicking on “Click Here to Fill No Demand Certificate and other details” link. SDC will also verify the calculation sheet.

- e) SDC will verify all the seven forms highlighted in tabs. Any form can be printed by clicking on Print Button.

HRMS Employee ID * LINGAIAH - (FUHXHN) Go Reset

*(Employee in red text are rejected by settlement VA or AA)

☒ CLICK HERE to Fill No Demand Certificate and Other Details

[SETTLEMENT CALCULATION SHEET](#)
[LEAVE-ENCASHMENT](#)
[GIS-BILL](#)
[DEATH CUM GRATUITY BILL](#)
[SUMMARISE-SR](#)
[NO DEMAND CERTIFICATE](#)
[E-PENSION BOOKLET](#)

APPLICATION FORM FOR PAYMENT OF PENSION & OTHER RETIREMENT BENEFITS TO THE RAILWAY EMPLOYEE

I, **LINGAIAH**, furnish below my relevant particulars and request to arrange to pay me DCRG/Gratuity, SRPF, CGEGIS Pension and may be permitted to commute 40% of my pension

1)	Full Name(Block letters)	: LINGAIAH			
2)	Father's/Husband Name	: DURGAIAH			
3)	Date Of Birth	: 02-04-1960	4)	Date Of Appointment	:
5)	Designation	: ASSISTANT WORKS (WORKS HELPER)	6)	RUID No	:
7)	Pay Level	: 4	8)	Basic Pay	: 38600
9)	SRPF No	:	10)	PAN No	: AEFPL6408N
11)	Mobile No	: 123456789	12)	Email ID	: hjdakjh@gmail.com
13)	Aadhaar No	: 710279055334	14)	Religion	: HINDU
15)	Mark of Identification	: A MOLE ON THE CENTRE OF THE CHEST			
16)	Present/Correspondence Address with PIN Code	: S/O DURGAIAH.NO 6-85GOPALA SWAMY TEMPLE STREETMADIKONDAKAZIPET(MANDAL)WARANGAL, TELANGANA, 506142			
17)	Permanent Address (After Retirement) with PIN Code	: 6-85 MADIKONDA S/O DURGAIAH.NO 6-85GOPALA SWAMY TEMPLE STREETMADIKONDAKAZIPET(MANDAL)WARANGAL, KAZIPET, WARANGAL (URBAN), TELANGANA, 506142			
18)	Date Of Retirement	: 30-04-2020	19)	Date Of Start of Pension	: 01-05-2020
20)	Class Of Pension	:			

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- f) SDC may return the Summarised SR form to SR-DC by putting remarks as below:

*(Employee in red text are rejected by settlement VA or AA)

☒ CLICK HERE to Fill No Demand Certificate and Other Details

[SETTLEMENT CALCULATION SHEET](#)
[LEAVE-ENCASHMENT](#)
[GIS-BILL](#)
[DEATH CUM GRATUITY BILL](#)
[SUMMARISE-SR](#)
[NO DEMAND CERTIFICATE](#)

Military/ Other Service record details

Service From	30/05/2020	Service To	30/05/2020
--------------	------------	------------	------------

Leaves Details

Number Of LAP Balance	300	No Of LHAP Balance	200
-----------------------	-----	--------------------	-----

Joining Date	22/12/1984	Exit Date	30/05/2020
Regularization Date		Substitute Date	
Date of temporarily status/Project casual Labour			
D&AR Clearance	Y	Vigilance Clearance	Y
If DCRG is calculated for Previous service	N	Last DA	17
Last Basic Pay	64100	Length Of Service (Non Qualifying)	1 Years 2 Months 1 Days

Remarks:

NOT OK REASON:

Return Print

- g) SDC may accept the calculation sheet to forward it to SVA or SDC may return pension booklet to Employee with remarks so that Employee may take suitable action.

IR-HRMS

This is Development environment for IR-HRMS

MD-SHAFIUDDIN

Dashboard

IRHRMS-ESS

Employee Master

e-SR

Pass

Settlement

Upload and Submit Pension Booklet Form

Settlement Calculation Sheet

IPAS

Signature of Witness

Name

Designation

Aadhar No

Signature of Head of Office

(Stamp)

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

HRMS-ID: (FUHXHN)

Remarks For Pension Booklet*

Remarks For Pension Booklet

Accept Return

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4.3. Verifying Settlement Form by SVA

- SVA verifies the calculation sheet and may forward it to SAA if found correct or return it to SDC with remarks so that SDC may take suitable action.

ent for HRMS

K RAMAKRISHNA RAJU

Show SR

HRMS Employee ID

LINGAIAH - (FUHXHN)

Go Reset

*(Employee in red text are rejected by settlement VA or AA)

SETTLEMENT CALCULATION SHEET

LEAVE-ENCASHMENT

GIS-BILL

DEATH CUM GRATUITY BILL

SUMMARISE-SR

NO DEMAND CERTIFICATE

SOUTH CENTRAL RAILWAY /SCD

Settlement Calculation Sheet

Personal Details:

IPAS Employee No: 24204427397

Name: LINGAIAH

Designation: ASSISTANT WORKS (WORKS HELPER)

PC/Level: 4

Birth Date: 02-04-1960

Exit Date: 30-06-2020

Pension Type: Final Pension

Address: 6-85 MADIKONDA S/O DURGAIAHH.NO 6-85GOPALA SWAMY TEMPLE STREETMADIKONDAKAZIPET(MANDAL)WARANGAL KAZIPET WARANGAL (URBAN) 506142 TELANGANA

HRMS ID: FUHXHN

Father's Name: DURGAIAH

Category: GEN

Last Pay Drawn: 38600

Appointment Date: 19-01-1981

Exit-Reason: SuperAnnuation

Station: WL

Qualifying Service:

Total Service: 39Years, 5Months,12Days

Remarks *

Calculation Sheet is good

Accept Return

4.4. Approving Settlement Form by SAA

- a) SAA may accept the calculation sheet or return it back to SDC with remarks so that SDC may take suitable action.

ient for HRMS

K RAMAKRISHNA RAJU

Show SR →

HRMS Employee ID LINGAIAH - (FUHXHN) Go Reset

*(Employee in red text are rejected by settlement VA or AA)

SETTLEMENT CALCULATION SHEET LEAVE-ENCASHMENT GIS-BILL DEATH CUM GRATUITY BILL SUMMARISE-SR

NO DEMAND CERTIFICATE

SOUTH CENTRAL RAILWAY /SCD
Settlement Calculation Sheet

Personal Details:

IPAS Employee No: 24204427397	HRMS ID: FUHXHN
Name: LINGAIAH	Father's Name: DURGAIAH
Designation: ASSISTANT WORKS (WORKS HELPER)	Category: GEN
PC/Level: 4	Last Pay Drawn: 38600
Birth Date: 02-04-1960	Appointment Date: 19-01-1981
Exit Date: 30-06-2020	Exit-Reason: SuperAnnuation
Pension Type: Final Pension	Station: WL
Address: 6-85 MADIKONDA S/O DURGAIAHH.NO 6-85GOPALA SWAMY TEMPLE STREETMADIKONDAKAZIPET(MANDAL)WARANGAL KAZIPET WARANGAL (URBAN) 506142 TELANGANA	

Qualifying Service:

Total Service: 39Years, 5Months,12Days

Remarks *

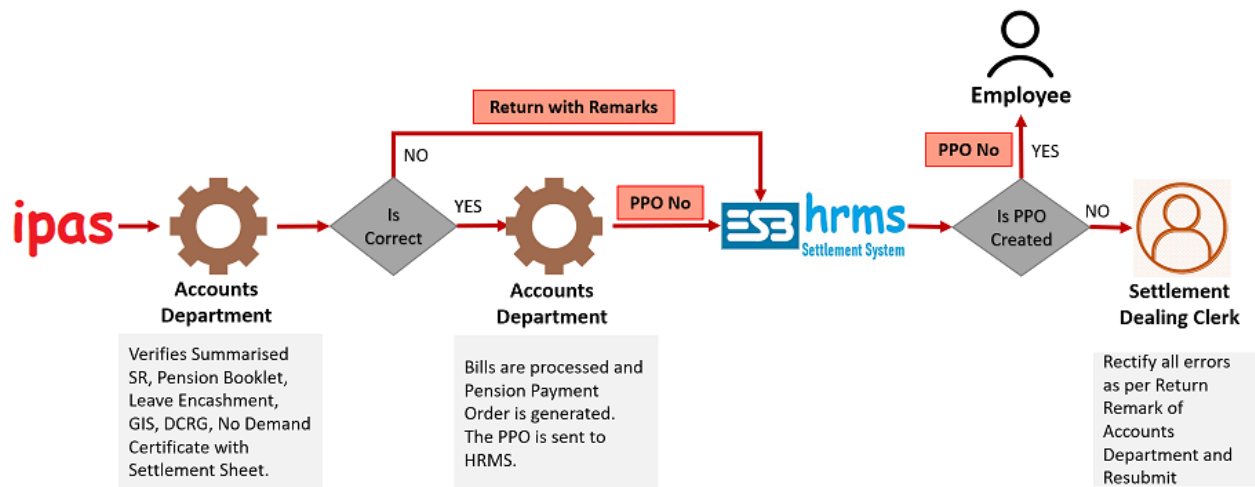
Calculation Sheet is good

Accept Return

4.5. Forwarding Finalised Settlement Calculation Sheet to Accounts

- After successful acceptance of Calculation Sheets and other bills, the details of the employee will be forwarded to the Accounts department.
- Scanned copy of signed document (Pension Booklet) is also to be shared with Accounts Department. IPAS is the software application used by Accounts Department. The Settlement System send all information and signed document automatically with IPAS.

5.0. Pension Payment Order



- Bill will be processed by Account Department and PPO Number (Pension Payment Order Number) will be generated by Accounts.
- After successful PPO Number generation, PPO Number will be seen in Employee dashboard of Settlement System of HRMS.



- In case of any discrepancy bill will be returned back to Settlement DC.

- f) Name of employees shown in GREY colour are those cases which have been RETURNED by the Accounts Department for correction.

IRMS

Home / Settlement / Calculation sheet

Calculation sheet

HRMS Employee ID *

--Select Employee--

--Select Employee--

LINGAIAH - (FUIHXHN)

T.S. MOHAN KUMAR - (ZW0AAQ)

K.SREENIVAS - (HIWYZF)

Go Reset

*(Employee in red text are rejected by settlement VA or AA)

*(Employees in grey background are rejected by Accounts department)

- g) On the basis of account remarks, Settlement Dc will take necessary action.

--- End of Document---