



**PBC No. 235 / 2025**  
**RBE No. 121 / 2025**

**दक्षिण रेलवे Southern Railway**  
**प्रधान मुख्य कार्मिक अधिकारी कार्यालय**  
**Office of the Principal Chief Personnel Officer**  
**प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No: P(R) 500 / P / NPS / Vol. IV

दिनांक/Dated: 01.12.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub :Railway Services (Payment of Gratuity under National Pension System) Rules, 2025.**

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A copy of Railway Board's letter No. D-43/23/2021-F(E)III dated 28.11.2025 along with a copy of Gazette Notification No. G.S.R.852(E) dated 14.11.2025 on the above subject is enclosed for information, guidance, and necessary action.

संलग्नक/Encl. 46 pages.

**सहायक कर्मचारी संबंधी अधिकारी/Asst.Personnel Officer / IR & Trg.**  
**कृते प्रमुकाधि/For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary / DREU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR  
IT Section/PB/HQ - to upload in the SR website.

RBE No.121/2025.

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

No.D-43/23/2021-F(E)III

New Delhi, dated: 28.11.2025.

The General Managers/Principal Financial Advisors,  
All Zonal Railways/Production Units etc,  
DGs of RDSO and NAIR.

**Subject:- Railway Services (Payment of Gratuity under National Pension System) Rules, 2025.**

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The Railway Services (Payment of Gratuity under National Pension System) Rules, 2025 have been notified in the Gazette of India vide G.S.R. 852(E) dated 14<sup>th</sup> November, 2025. A copy of the same is enclosed for information, guidance and compliance.

2. Please acknowledge receipt.

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

No. D-43/23/2021-F(E)III

New Delhi, Dated: 28.11.2025.

**Copy to:**

Deputy Comptroller and Auditor General of India (Railways), Room No. 222, Rail Bhawan, New Delhi.

For Member Finance, Railway Board

No. D-43/23/2021-F(E)III

New Delhi, Dated: 28.11.2025.

Copy to:-

1. The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi.
2. The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi.
3. The Members of the National Council, Departmental Council and Secretary Staff Side, National Council, 13-C, Feroz Shah Road, New Delhi.
4. The Secretary General, FROA, Room No. 256-A, Rail Bhawan, New Delhi.
5. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
6. The Secretary, RBSS, Group 'A' Officers Association, Rail Bhawan.
7. The Secretary, RBSS, Group 'B' Officers Association.
8. The General Secretary, RBSSSA, Room No. 451-A, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Ministerial Staff Association.
10. The Secretary, Railway Board Class IV staff Association.
11. The General Secretary, All India SC/ST Railway Employees Association, Room No. 7, Ground Floor, Rail Bhawan, New Delhi
12. The General Secretary, All India O.B
13. .C. Railway Employees Federation (AIOBCREF), Room No.48, Rail Bhawan.



For Principal Executive Director (IR), Railway Board.

No. D-43/23/2021-F(E)III

New Delhi, Dated: 28.11.2025.

Copy to:-

Adv. to MR, EDPG to MR, OSD to MR, OSD (Co-ord) to MR,  
PS to MoSR(D), EDPG to MoSR(D), PS to MoSR(J), EDPG to MoSR(J), DPG to MoSR(J).

PSOs/Sr.PPSs/PPSs to CRB, MF, M/O&BD, M/Infra, M/TRS.

DG/HR, DG/Safety, DG(RHS), DG(RPF).

All Addl. Members, PEDs, All EDs, JSs.

Pay & Accounts Officer, M/o Railways (Railway Board)

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## प्रोफॉर्मा ख

## क्षतिपूर्ति बंध-पत्र

[लापता रेल सेवक की दशा में]

[नियम 33 देखिए]

इस बंधपत्र द्वारा सबको ज्ञात हो कि हम (क).....(ख)....., दिवंगत (ग).....जो..... मंत्रालय/विभाग/कार्यालय में.....पद धारण कर रहे थे, तारीख.....से लापता हैं (जिसे इसमें इसके पश्चात् 'लापता रेल सेवक' कहा गया है) की/के.....(विधवा/पुत्र/भाई/इत्यादि) हैं, और.....के निवासी हैं (जिसे इसमें इसके पश्चात् 'बाध्याताधारी' कहा गया है) और (घ).....जो.....की पुत्र/पत्नी/पुत्री है और .....के निवासी हैं और बाध्याताधारी के तथा उनकी और से प्रतिभू हैं (जिसे इसमें इसके पश्चात् 'प्रतिभू' कहा गया है), भारत के राष्ट्रपति के प्रति (जिसे इसमें इसके पश्चात् "सरकार" कहा गया है) मांगे जाने पर और बिना किसी आपत्ति के सरकार को वास्तव में देय.....रुपए (.....रुपए मात्र) वेतन, छुट्टी, नकदीकरण, सेवानिवृत्ति/मृत्यु उपदान के संदाय और मासिक कुटुंब पेंशन की प्रत्येक रकम के समतुल्य धनराशि का.....% प्रतिवर्ष के साधारण ब्याज की दर से भुगतान करने के लिए हम, अपने को, अपने वारिसों, निष्पादकों, प्रशासकों और विधिक प्रतिनिधियों और उत्तराधिकारियों को इस बंधपत्र द्वारा आबद्ध करते हैं।

आज तारीख.....मास.....दो हजार.....को हस्ताक्षरित

और (ग).....अपने लापता होने के समय सरकारी सेवा में था और सरकार से प्रतिमास.....रुपए(.....रुपए मात्र) वेतन प्राप्त कर रहा था।

और उक्त (ग).....तारीख.....मास.....20.....को लापता हुए तथा उनके लापता होने के समय उन्हें (i) बकाया वेतन (ii) छुट्टी नकदीकरण (iii) मृत्यु/सेवानिवृत्ति उपदान देय था।

और बाध्यताधारी.....रुपए (.....रुपए मात्र) कुटुंब पेंशन और उस पर स्वीकार्य महंगाई राहत पाने का हकदार है।

और बाध्यताधारी ने उपर्युक्त राशि का हकदार होने का दावा किया है और अनुचित विलंब और कठिनाइयों से बचने के लिए इसका भुगतान करने के लिए सरकार से अनुरोध किया है।

और सरकार .....रुपए (.....रुपए मात्र.) की राशि और .....रुपए (.....रुपए मात्र) की दर से मासिक कुटुंब पेंशन और उस पर राहत का भुगतान बाध्यताधारी को करने के लिए सहमत है किन्तु उपरोक्त लापता रेल सेवक को देय रकम के लिए सभी प्रकार के दावों के विरुद्ध सरकार को सुरक्षित रखने हेतु बाध्यताधारी और प्रतिभूओं को उपर्युक्त राशि हेतु एक क्षतिपूर्ति बंधपत्र का निष्पादन करना होगा।

और जबकि बाध्यताधारी और उसके अनुरोध पर प्रतिभू, इसमें आगे निहित शर्तों और रीति से बंधपत्र निष्पादित करने के लिए सहमत हो गए हैं।

अब इस बंधपत्र की शर्त यह है कि बाध्यताधारी को भुगतान कर दिए जाने के पश्चात्, उक्त राशि के संबंध में सरकार के विरुद्ध किसी अन्य व्यक्ति द्वारा या लापता कर्मचारी के अपने प्रकट होने की दशा में .....रुपए(.....रुपए मात्र) और सरकार द्वारा संदत्त मासिक पेंशन और राहत की उक्त राशि के संदर्भ में दावा किए जाने की स्थिति में बाध्यताधारी और/या प्रतिभू .....रुपए(.....रुपए मात्र) और सरकार द्वारा संदत्त मासिक कुटुंब पेंशन और उस पर राहत @.....% प्रति वर्ष के साधारण ब्याज की दर से सरकार को लौटा देंगे और अन्यथा क्षतिपूर्ति करेंगे और सरकार को उक्त राशि और उस दावे के परिणामस्वरूप हुए सभी खर्चों के सभी दायित्वों से क्षतिपूर्ति करेंगे और सरकार को कोई हानि नहीं होने देंगे तब उपर्युक्त लिखित

बंधपत्र या बाध्यता शून्य और प्रभावहीन होगी किंतु अन्यथा यह पूर्णतया प्रवृत्त, प्रभावशाली और वैध रहेगी।

और यह बंधपत्र इस का भी साक्षी हैं कि प्रतिभू/प्रतिभूओं की जानकारी या सहमति के या उसके बिना या कोई अन्य तरीके या प्रतिभूओं से संबन्धित किसी के अधीन कोई भी तरीका या बात, जो इस उपबंध के लिए प्रतिभू/प्रतिभूओं के इस प्रकार के दायित्व पर प्रभावी हो, बाध्यताधारी द्वारा बाध्यताओं या शर्तों के संबंध में निष्पादन या शर्तों के निष्पादन या पालन किए जाने में सरकार द्वारा समय दिए जाने या निष्पादन में देरी या चूक के कारण यहां उल्लिखित प्रतिभूओं के दायित्व खंडित या निष्पादित नहीं होंगे, न ही सरकार के लिए यह आवश्यक होगा कि वह यहां उल्लिखित देय राशि के लिए प्रतिभू/प्रतिभूओं या उनमें किसी एक पर मुकदमा चलाने से पूर्व, बाध्यताधारी पर मुकदमा चलाए, और इस बंधपत्र पर यदि कोई स्टॉप प्रभार लागू है, तो सरकार उसके वहन की सहमति व्यक्त करती है।

इसके साक्ष्यस्वरूप बाध्यताधारी और प्रतिभू ने उपर्युक्त तारीख, मास और वर्ष को यहां अपने हस्ताक्षर किए हैं।

उपर्युक्त 'बाध्यताधारी' द्वारा निम्नलिखित की उपस्थिति में हस्ताक्षरित

1. ....
2. ....

उपर्युक्त प्रतिभू/प्रतिभूओं द्वारा हस्ताक्षरित

1. ....
2. ....

भारत के राष्ट्रपति के लिए और उनकी ओर से.....

(गवाह का नाम व पदनाम) की उपस्थिति में.....

[(संविधान के अनुच्छेद 299(1) के अनुसरण में राष्ट्रपति के लिए और उनकी ओर से बंधपत्र स्वीकार करने के लिए निदेशित या प्राधिकृत अधिकारी का नाम व पदनाम) द्वारा स्वीकृत।.....

..... (साक्षी का नाम और पद)

- टिप्पण 1**
- (क) दावाकर्ता जिसे 'बाध्यताधारी' कहा गया है का पूरा नाम और पता
  - (ख) 'लापता रेल सेवक' से बाध्यताधारी का संबंध बताएं
  - (ग) लापता रेल सेवक का नाम
  - (घ) पिता/पति के पूरा नाम और निवास स्थान के पते सहित प्रतिभूओं का पूरा नाम

**टिप्पण 2** इस बंधपत्र के प्रभावी या प्रवृत्त होने के लिए आवश्यक है कि बाध्यताधारी और प्रतिभू वयस्क हो चुके हों।

**टिप्पण 3** साधारण ब्याज की दर सरकार द्वारा समय-समय पर यथाविहित लोक भविष्य निधि की दर होगी।

#### व्याख्यात्मक ज्ञापन:

रेल सेवा (राष्ट्रीय पेंशन प्रणाली के अधीन उपदान का संदाय) नियम, 2025 को राष्ट्रीय पेंशन प्रणाली के अधीन आने वाले रेल सेवकों के लाभ के लिए बनाया गया है और ये 1 जनवरी, 2004 से पूर्वव्यापी प्रभाव से लागू होंगे, क्योंकि उपदान का लाभ 1 जनवरी, 2004 से उन सभी कर्मचारियों को उपलब्ध है, जिन्होंने 1 जनवरी, 2004 को या उसके बाद रेल सेवा में कार्यभार ग्रहण किया है। यह प्रमाणित किया जाता है कि इन नियमों को पूर्वव्यापी प्रभाव से लागू करने से किसी के भी हित पर प्रतिकूल प्रभाव नहीं पड़ेगा।

[फा. सं. डी-43/23/2021-एफ(ई)III]

अभिजित कुमार सिन्हा, कार्यपालक निदेशक, वित्त (स्थापना)

**MINISTRY OF RAILWAYS****(Railway Board)****NOTIFICATION**

New Delhi, the 14th November, 2025

**G.S.R. 852(E).**— In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules, namely:-

**CHAPTER I**

**1. Short title and commencement.**— (1) These rules may be called the Railway Services (Payment of Gratuity under National Pension System) Rules, 2025.

(2) It shall be deemed to have come into force on the 1<sup>st</sup> day of January, 2004.

**2. Application.**— Save as otherwise provided in these rules, these rules shall apply to the railway servant appointed substantively to railway services on or after the 1<sup>st</sup> day of January, 2004, and to whom the Railway Services (Implementation of National Pension System) Rules, 2025 apply :

Provided that in the case of a railway servant who dies during service or is boarded out on account of disablement or retires on invalidation and who had exercised option under rule 10 of the Railway Services (Implementation of National Pension System) Rules, 2025 for availing benefits under the Railway Services (Pension) Rules, 1993 or the Railway Services (Extraordinary Pension) Rules, 1993, payment of gratuity shall be made in accordance with the said rules.

**3. Definitions.**— (1) In these rules, unless the context otherwise requires, -

- (a) “Accounts Officer” means a Principal Financial Advisor of a Railway or such other Officers as may be appointed in this behalf by the Railway Board;
  - (b) “allottee” means a railway servant to whom railway or Government accommodation has been allotted on payment of license fee or otherwise;
  - (c) “average emoluments” means average emoluments as determined in accordance with rule 7;
  - (d) “Code” means the Indian Railway Establishment Code;
  - (e) “Emoluments” means emoluments referred to in rule 6;
  - (f) “Form” means a Form appended to these rules ;
  - (g) “Government” means the Central Government ;
  - (h) “Government dues” means dues referred to in rule 45;
  - (i) “gratuity” includes retirement gratuity and death gratuity payable under these rules;
  - (j) “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;
  - (k) “Minor” means a person who has not completed the age of eighteen years;
  - (l) “qualifying service” means the service rendered while on duty or otherwise which shall be taken into account for the purpose of payment of gratuity admissible under these rules;
  - (m) “railway servant” means a person who is a member of a railway service or holds a post under the administrative control of the Railway Board and includes a person who is holding the post of Chairman and Chief Executive Officer, Member (Finance) or a Member of the Railway Board, it does not include casual labour or person lent from a service or post which is not under the administrative control of the Railway Board to a service or post which is under such administrative control; and
  - (n) ‘Service Book’ is a document (either in physical or electronic form) containing record of service including service roll, if any.
- (2) The words and expressions used herein and not defined, but defined in the Code or the Railway Services (Implementation of National Pension System) Rules, 2025, shall have the same meanings as respectively assigned to them in those rules.



**CHAPTER II****GENERAL CONDITIONS**

**4. Regulation of claims to gratuity.** - (1) Any claim to gratuity shall be regulated by the provisions of these rules in force at the time when a railway servant retires or is retired or is discharged or is allowed to resign from service or dies, as the case may be.

(2) The day on which a railway servant retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as his last working day and the date of death of a railway servant shall also be treated as a working day.

**5. Right of President to withhold gratuity.** - (1) The President reserves to himself the right of withholding gratuity, either in full or in part, and of ordering recovery from gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings instituted while the railway servant was in service, the retired railway servant is found guilty of grave misconduct or negligence :

Provided that the Union Public Service Commission shall be consulted before any final orders are passed by the President under this rule.

(2) (a) The departmental proceedings referred to in sub-rule (1), shall, after the retirement of the railway servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the railway servant had continued in service :

Provided that in all cases where the departmental proceedings are instituted by an authority subordinate to the President, that authority shall submit a report recording its findings to the President.

(b) No gratuity shall be payable to the railway servant until the conclusion of the departmental or judicial proceedings referred to in sub-rule (1) and issue of final orders thereon.

(3) The President may at any time, either on his own motion or otherwise call for the records of any inquiry and revise any order made under these rules and may confirm, modify or set aside the order, or remit the case to an authority directing such authority to make such further inquiry as it may consider necessary in the circumstances of the case, or pass such other order as he may deem fit:

Provided that no order enhancing the amount of gratuity to be withheld or withdrawn shall be made.

(4) The President may at any time, either on his own motion or otherwise review any order passed under these rules, where extenuating or special circumstances exist to warrant such review or when any new material or evidence which could not be produced or was not available at the time of passing of the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice:

Provided that no order enhancing the amount of gratuity to be withheld or withdrawn shall be made.

(5) For the purpose of this rule, -

(a) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the railway servant or pensioner, or if the railway servant has been placed under suspension from an earlier date, on such date; and

(b) judicial proceedings shall be deemed to be instituted –

(i) in the case of criminal proceedings, on the date on which the complaint or report of a police officer, of which the Magistrate takes cognizance, is made, and

(ii) in the case of civil proceedings, on the date the plaint is presented in the court.

**CHAPTER III****EMOLUMENTS AND AVERAGE EMOLUMENTS**

**6. Emoluments.** - (1) The expression 'emoluments' for the purpose of determining the amount of gratuity payable under these rules shall include the basic pay as defined in clause (i) of rule 1303 of the Code, which a railway servant was receiving

immediately before his retirement or on the date of his death and shall also include non-practicing allowance granted to medical officer in lieu of private practice.

Explanation 1: For the purpose of this sub-rule, stagnation increment shall be treated as emolument for calculation of gratuity.

Explanation 2: 'Pay element' of Running Staff shall also include fifty-five per centum of the basic pay for reckoning emoluments.

(2) Where a railway servant immediately before his retirement or death while in service had been absent from duty or was on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be the emoluments for the purposes of this rule:

Provided that any increase in pay other than the increment referred to in sub-rule (5) which is not actually drawn shall not form the part of his emoluments.

(3) Where a railway servant immediately before his retirement or death while in service had proceeded on leave for which leave salary is payable after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the railway servant would have continued to hold the higher appointment but for his proceeding on leave.

(4) Where a railway servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purposes of this rule.

(5) Where a railway servant immediately before his retirement or death while in service, was on leave on average pay, and earned an increment which was not withheld, such increment though not actually drawn, shall form part of his emoluments :

Provided that the increment was earned during the currency of the leave on average pay not exceeding one hundred and twenty days, or during the first one hundred and twenty days of leave on average pay where such leave was for more than one hundred and twenty days.

(6) Pay drawn by a railway servant while on deputation to another Central Government Department and to the Armed Forces of India shall be treated as emoluments.

(7) Pay drawn by a railway servant while on foreign service shall not be treated as emoluments, and the pay which he would have drawn under the Government had he not been on foreign service shall alone be treated as emoluments.

(8) Where a pensioner who is re-employed in railway service and whose pay on re-employment has been reduced by an amount not exceeding his monthly pension, the element of monthly pension by which his pay is reduced shall be treated as emoluments.

**7. Average emoluments.-** (1) For the purposes of these rules, average emoluments shall be determined with reference to the emoluments drawn by a railway servant during the last ten months of his service.

(2) Where during the last ten months of his service, a railway servant had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn, had he not been absent from duty or suspended shall be taken into account for determining the average emoluments :

Provided that any increase in pay other than the increment referred to in sub-rule (4) which is not actually drawn shall not form the part of his emoluments.

(3) Where during the last ten months of his service, a railway servant had been absent from duty on extraordinary leave, or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the ten months shall be included, and in order that the fractions of a month, when added, worked out to one full month, a month for this purpose shall be reckoned as consisting of thirty days.

(4) Where a railway servant who was on leave on average pay during the last ten months of his service and earned an increment, which was not withheld, such increment though not actually drawn shall be included in the average emoluments:

Provided that the increment was earned during the currency of the leave on average pay not exceeding one hundred and twenty days or during the first one hundred and twenty days of leave on average pay where such leave was for more than one hundred and twenty days.



## CHAPTER IV

## QUALIFYING SERVICE

**8. Commencement of qualifying service.** - Subject to the provisions of these rules, qualifying service of a railway servant shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating or temporary capacity :

Provided that officiating or temporary service is followed without interruption by substantive appointment in the same or another service or post.

**9. Conditions subject to which service qualifies.** - (1) The service of a railway servant shall not qualify, unless his duties and pay are regulated by the Government, or under conditions determined by the Government.

*Explanation.* - For the purposes of this sub-rule, the expression "service" means service under the Government and paid by that Government from the Consolidated Fund of India or a Local Fund administered by that Government.

(2) In the case of railway servant belonging to a State Government who is permanently transferred to a service or post to which these rules apply, the continuous service rendered under the State Government in an officiating or temporary capacity, if any, followed without interruption by substantive appointment, the continuous service rendered under that Government in an officiating or temporary capacity, as the case may be, shall qualify.

**10. Counting of service on probation.** - Service rendered on probation against a post, if followed by confirmation in the same or another post shall qualify.

**11. Counting of service as apprentice.** - Service rendered as an apprentice shall not be treated as qualifying service.

**12. Counting of periods spent on leave.** - All leave during service for which leave salary is payable and all extraordinary leave granted on medical certificate shall count as qualifying service:

Provided that in the case of extraordinary leave other than extraordinary leave granted on medical certificate the appointing authority may, at the time of granting such leave, allow the period of that leave to count as qualifying service if such leave is granted to a railway servant, -

- (i) due to his inability to join or rejoin duty on account of civil commotion; or
- (ii) for pursuing higher studies considered useful in discharge of the official duty of the railway servant.

**13. Counting of periods spent on training.** - (1) The Government may, by order, decide whether the time spent by a railway servant under training immediately before appointment to a Group 'A' or Group 'B' post under that Government shall count as qualifying service.

(2) Time spent by a railway servant under training immediately before appointment to a Group 'C' post under the Government shall count as qualifying service.

(3) Group 'C' employees, who are required to undergo departmental training relating to jobs before they are put on regular employment, training period may be treated as qualifying service for gratuity, if the training is followed immediately by an appointment and the benefit shall be admissible to Group 'C' employees even if the officers concerned are not given the scale of pay of the post but only a nominal allowance.

**14. Counting of periods of suspension.** - (1) Time passed by a railway servant under suspension pending inquiry into his conduct shall count as qualifying service where, on conclusion of such inquiry,

- (a) he has been fully exonerated; or
- (b) a minor penalty is imposed on the railway servant; or
- (c) the suspension is held to be wholly unjustified.

(2) In other cases, the period of suspension shall not count unless the authority competent to pass orders under the rule governing such cases expressly declares at the time that it shall count to such extent as the competent authority may declare.

**15. Forfeiture of service on dismissal or removal.** - Dismissal or removal of a railway servant from a service or post entails forfeiture of his past service.

**16. Counting of past service on reinstatement.** - (1) A railway servant who is dismissed, removed or compulsorily retired from service, but is reinstated on appeal or review, in such case his past service shall count as qualifying service.

(2) The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be, and the date of reinstatement, and the period of suspension, if any, shall not count as qualifying service unless regularised

as duty or leave by a specific order of the authority which passed the order of reinstatement.

**17. Forfeiture of service on resignation.** - (1) Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service.

(2) A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(3) Interruption in service in a case falling under sub-rule (2), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the railway servant on the date of relief or by formal condonation by present organisation to the extent to which the period is not covered by leave due to him.

(4) Where an order is passed by the appointing authority under Railway Services (Implementation of National Pension System) Rules, 2025, allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.

(5) A resignation submitted for the purpose of rule 32 shall not entail forfeiture of past service under the Government.

**18. Effect of interruption in service.** - (1) An interruption in the service of a railway servant entails forfeiture of his past service, except in the following cases, namely :-

(a) uthorized leave of absence ;

(b) uthorized absence in continuation of uthorized leave of absence so long as the post of absentee is not filled substantively ;

(c) suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the railway servant dies or is permitted to retire or is retired on attaining the age of compulsory retirement while under suspension ;

(d) transfer to non-qualifying service in an establishment under the control of the Government if such transfer has been ordered by a competent authority in the public interest ; and

(e) joining time while on transfer from one post to another.

(2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

**19. Condonation of interruption in service.** - (1) In the absence of a specific indication to the contrary in the service book, an interruption between two spells of civil service rendered by a railway servant under Government including Civil Service rendered and paid out of Defence Services Estimates or Railway Estimates shall be treated as automatically condoned and the pre-interruption service treated as qualifying service.

(2) Nothing in sub-rule (1) shall apply to interruption caused by resignation, dismissal or removal from service or for participation in a strike.

(3) The period of interruption referred to in sub-rule (1) shall not count as qualifying service.

**20. Period of deputation.** - Service rendered by a railway servant on foreign service in India or abroad or on deputation to United Nations or other International organisations shall count as qualifying service for gratuity provided contributions in respect of gratuity have been deposited for the said period either by the railway servant himself or by the foreign employer.

*Explanation.* - For the purposes of this rule, the rate of contribution for counting of period as qualifying service for the purpose of grant of gratuity shall be regulated in accordance with the instructions issued by the Ministry of Railways from time to time.

**21. Verification of qualifying service after eighteen years' service and five years before retirement.** - (1) On each occasion after a railway servant has completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a railway servant, determine the qualifying service and communicate to him, in Form 1, the period of qualifying service so determined.

(2) Notwithstanding anything contained in sub-rule (1), where a railway servant is transferred to another Department from a temporary Department or on account of the closure of the Department he had been previously serving or because the post he held had been declared surplus, the verification of his service may be done whenever such event occurs.

(3) The verification done under sub-rules (1) and (2) shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for gratuity.

## CHAPTER V

### Regulation of Retirement Gratuity and Death Gratuity

**22. Retirement gratuity or death gratuity.** - (1) A railway servant, who has completed five years' qualifying service and who, -

- (i) retires on attaining the age of superannuation, or on invalidation; or
- (ii) retires or is retired, in advance of the age of superannuation in accordance with chapter 18 of the Indian Railway Establishment Code—Vol II (1987-Edition) or rule 12 of the Railway Services (Implementation of National Pension System) Rules, 2025; or
- (iii) on being declared surplus to the establishment in which he was serving, opts for Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees; or
- (iv) on has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a body controlled or financed by the Central Government or a State Government, shall, on his retirement, be granted retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16½ times the emoluments.

(2) Where a railway servant dies while in service, the death gratuity shall be payable to his family in the manner indicated in sub-rule (1) of rule 24 at the rates given in the following Table, namely : -

TABLE

Sl. No.	Length of qualifying service	Rate of death gratuity
(i)	Less than one year	Two times of emoluments.
(ii)	One year or more but less than five years	Six times of emoluments.
(iii)	Five years or more but less than eleven years	Twelve times of emoluments.
(iv)	Eleven years or more but less than twenty years	Twenty times of emoluments.
(v)	Twenty years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of thirty three times of emoluments.

Provided that the amount of retirement gratuity or death gratuity payable under this rule shall in no case exceed twenty lakh rupees as amended from time to time (as per recent amendment vide letter No. 2016/F(E)III/1/(1)/8 dated 31.05.2024, the gratuity should not exceed twenty-five lakh rupees):

Provided further that where the amount of retirement or death gratuity as finally calculated contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

(3) The emoluments for the purpose of gratuity admissible under this rule, shall be reckoned in accordance with rule 6:

Provided that if the emoluments of a railway servant have been reduced during the last ten months of his service otherwise than as a penalty, average emoluments as referred to in rule 7 shall be treated as emoluments:

Provided further that the dearness allowance admissible on the date of retirement or death, as the case may be, shall also be treated as emoluments for the purpose of this rule.

(4) Where a railway servant, who has become eligible for retirement gratuity dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of death on account of such annuity under National Pension System, if any, together with the retirement gratuity admissible under sub-rule (1) are less than the amount equal to twelve times of his emoluments, a residuary gratuity equal to the

deficiency may be granted to his family in the manner indicated in sub-rule (1) of rule 24.

- (5) For the purposes of this rule and rules 23, 24, 25 and 26, 'family', in relation to a railway servant, means, –
- (i) wife or wives including judicially separated wife or wives in the case of a male railway servant;
  - (ii) husband, including judicially separated husband in the case of a female railway servant;
  - (iii) sons including step sons and adopted sons;
  - (iv) unmarried daughters including step daughters and adopted daughters;
  - (v) widowed or divorced daughters including stepdaughters and adopted daughters;
  - (vi) father, including adoptive parents in the case of individuals whose personal law permits adoption;
  - (vii) mother, including adoptive parents in the case of individuals whose personal law permits adoption;
  - (viii) brothers below the age of eighteen years including stepbrothers;
  - (ix) unmarried sisters and widowed sisters including stepsisters;
  - (x) married daughters, and
  - (xi) children of a pre-deceased son.

**Explanation.** - (1) In calculating the length of qualifying service, fraction of a year equal to three months and above shall be treated as a completed one half-year and reckoned as qualifying service.

(2) Death gratuity shall also be admissible in the case of a railway servant who commits suicide.

**23. Nominations.** - (1) A railway servant shall, on his initial confirmation in a service or post, make a nomination in Form 2, conferring on one or more persons the right to receive the retirement gratuity or death gratuity payable under rule 22 :

Provided that if at the time of making the nomination, –

(a) the railway servant has a family, the nomination shall not be made in favour of any person or persons other than the members of his family ; or

(b) the railway servant has no family, the nomination may be made in favour of a person or persons, or a body of individuals, whether incorporated or not.

(2) Where a railway servant nominates more than one person under sub-rule (1), he shall specify in the nomination the amount of share payable to each of the nominees, in such manner as to cover the entire amount of gratuity.

(3) A railway servant may provide in the nomination, –

(a) that in respect of any specified nominee who predeceases the railway servant, or who dies after the death of the railway servant but before receiving the payment of gratuity, the right conferred on that nominee shall pass to such other person as may be specified in the nomination :

Provided that if at the time of making the nomination the railway servant has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family:

Provided further that where a railway servant has only one member in his family, and a nomination has been made in his favour, it is open to the railway servant to nominate alternate nominee or nominees in favour of any person or a body of individuals, whether incorporated or not ;

(b) that the nomination shall become invalid in the event of the happening of the contingency provided therein.

(4) The nomination made by a railway servant who has no family at the time of making it, or the nomination made by a railway servant under the second proviso to clause (a) of sub-rule (3) where he has only one member in his family shall become invalid in the event of the railway servant subsequently acquiring a family, or an additional member in the family, as the case may be.

(5) A railway servant may, at any time, cancel a nomination by sending a notice in writing to the Head of Office: Provided that he shall, along with such notice, send a fresh nomination made in accordance with this rule.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (3) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (3), the railway servant shall send to the Head of Office a notice in writing cancelling the

nomination together with a fresh nomination made in accordance with this rule.

(7) (a) Every nomination made including every notice of cancellation, if any, given by a railway servant under this rule, shall be sent to the Head of Office;

(b) The Head of Office shall, immediately on receipt of such nomination, verify that the nomination made by the railway servant is in accordance with the provisions of this rule and, if the railway servant has a family, the nomination made is in favour of one or more members of the family as referred to in sub-rule (5) of rule 22 and the Head of Office shall, thereafter, countersign the nomination indicating the date of receipt and keep it under his custody :

Provided that the Head of Office may authorise his subordinate Gazetted Officers to countersign nomination forms of non-Gazetted railway servants;

(c) Suitable entry regarding receipt of nomination shall be made in the service book of the railway servant concerned.

(8) Every nomination made, and every notice of cancellation given, by a railway servant shall, to the extent that it is valid, take effect from the date on which it is received by the Head of Office.

**24. Persons to whom gratuity is payable.-** (1) (a) The gratuity payable under rule 22 shall be paid to the person or persons on whom the right to receive the gratuity is conferred by means of a nomination under rule 23;

(b) If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the following manner, namely : -

(i) if there are one or more surviving members of the family as specified in clauses (i), (ii), (iii), (iv) and (v) of sub-rule (5) of rule 22, to all such members in equal shares; and

(ii) if there are no such surviving members of the family as specified in sub-clause (i), but there are one or more members as specified in clauses (vi), (vii), (viii), (ix), (x) and (xi) of sub-rule (5) of rule 22, to all such members in equal shares.

(2) If a railway servant dies after retirement without receiving the gratuity admissible under sub-rule (1) of rule 22 the gratuity shall be disbursed to the family in the manner provided in sub-rule (1).

(3) The right of a female member of the family, or that of a brother, of a railway servant who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or re-marries, or the brother attains the age of eighteen years, after the death of the railway servant and before receiving her or his share of the gratuity.

(4) Where gratuity is granted under rule 22 to a minor member of the family of the deceased railway servant, it shall be payable to the guardian on behalf of the minor.

*Explanation 1:* Payment of the minor's share of gratuity shall be made to the natural guardian of the minor, if any and in the absence of a natural guardian, the payment of minor's share of gratuity shall be made to the person who furnishes a certificate of guardianship.

*Explanation 2:* In the absence of a natural guardian, the payment of twenty per cent of minor's share of gratuity may be made to the guardian without the production of a guardianship certificate, but on production of an indemnity bond in Proforma A and the balance amount of minor's share of gratuity may be paid to the guardian on production of the certificate of guardianship.

*Explanation 3:* The share of the gratuity payable to a member of the family who has died or become disqualified before receiving actual payment, shall be distributed equally among the remaining members of the family in accordance with clause (ii) of sub-rule (1) of rule 24.

*Explanation 4:* Disbursing authorities shall ascertain, before making actual payment of a death or retirement gratuity whether all the member of the family in whose favour the sanction was issued have continued to be qualified, if not, and also if any of them is dead, the fact shall be reported immediately to the sanctioning authority for the issue of a revised sanction in favour of the remaining members of the family.

**25. Debarring a person from receiving gratuity. -** (1) Where a person who in the event of death of a railway servant while in service is eligible to receive gratuity in terms of rule 24, is charged with the offence of murdering the railway servant or for abetting in the commission of such an offence, his claim to receive his share of gratuity shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) Where on the conclusion of the criminal proceedings referred to in sub-rule (1), the person concerned, -

- (a) is convicted for the murder or abetting in the murder of the railway servant, he shall be debarred from receiving his share of gratuity which shall be payable to other eligible members of the family, if any;
- (b) is acquitted of the charge of murdering or abetting in the murder of the railway servant, his share of gratuity shall be payable to him.
- (3) The provisions of sub-rule (1) and sub-rule (2) shall also apply to the undisbursed gratuity referred to in sub-rule (2) of rule 24.

**26. Lapse of retirement gratuity or death gratuity.** - Where a railway servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family, and, -

- (a) has made no nomination; or
- (b) the nomination made by him does not subsist,

the amount of retirement gratuity or death gratuity payable in respect of such railway servant under rule 22 shall lapse to the Government :

Provided that the amount of death gratuity or retirement gratuity shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by a Court of Law.

**27. Superannuation gratuity.** - A superannuation gratuity shall be granted in accordance with rule 22 to a railway servant who is retired on his attaining the age of superannuation or, if the service of the railway servant has been extended beyond superannuation, on expiry of such period of extension of service beyond the age of superannuation.

**28. Invalid gratuity.** - An Invalid gratuity shall be granted in accordance with rule 22 to a railway servant who retires from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service in accordance with rule 16 of the Railway Services (Implementation of National Pension System) Rules, 2025 and who had exercised option or in whose case the default option under rule 10 of that rules, is for availing benefits under National Pension System:

Provided that where a railway servant, who had exercised option or in whose case the default option under rule 10 of the Railway Services (Implementation of National Pension System) Rules, 2025 is for availing benefits under the Railway Services (Pension) Rules, 1993 or the Railway Services (Extraordinary Pension) Rules, 1993 and in whose case the provision of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, retires on account of any bodily or mental infirmity which permanently incapacitates him for the service, further action will be taken by the Head of Office for disbursement of benefits in accordance with the Railway Services (Pension) Rules, 1993 or the Railway Services (Extraordinary Pension) Rules, 1993 as the case may be.

**29. Retiring gratuity.** - A railway servant who retires or is retired, in advance of the age of superannuation in accordance with chapter 18 of the Indian Railway Establishment Code-Vol II (1987-Edition) or rule 12 of the Railway Services (Implementation of National Pension System) Rules, 2025 or on being declared surplus to the establishment in which he was serving, opts for *Special Voluntary Retirement Scheme* for surplus employees adopted on Railways vide letter No. E(P&A) I-2002/RT-1 dated the 4<sup>th</sup> August, 2004 as amended from time to time, shall be entitled to gratuity admissible under rule 22.

**30. Gratuity on compulsory retirement.** - (1) A railway servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, gratuity at a rate not less than two-thirds of gratuity admissible to him on the date of his compulsory retirement.

(2) Whenever in the case of a railway servant the President passes an order (whether original, appellate or in exercise of power of review) awarding a gratuity less than the full gratuity admissible under these rules, the Union Public Service Commission shall be consulted before such order is passed.

**31. Effect of dismissal or removal.** - A railway servant who is dismissed or removed from service shall forfeit his gratuity :

Provided that the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction a compassionate gratuity not exceeding two-thirds of retirement gratuity calculated at the rates mentioned in sub-rule (1) of rule 22.

**32. Benefit on absorption in or under a corporation, company or body.** - (1) A railway servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a body controlled or financed by the Central



Government or a State Government, shall be deemed to have retired from service from the date of such absorption and, subject to sub-rule (4), he shall be eligible, on such absorption, to receive retirement gratuity on the basis of the qualifying service and emoluments on the date of absorption in accordance with rule 22 :

Provided that on retirement from such corporation or company or body, the total amount of gratuity in respect of the service rendered under the Government and the service rendered in such corporation or company or body shall not exceed the amount that would have been admissible had the railway servant continued in Railway service and retired on the same pay which he drew on retirement from that corporation or company or body.

(2) The provisions of sub-rule (1) shall also apply to railway servants who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of the Central Government and State Governments or Union territory Administrations or under the joint control of two or more State Governments or Union territory Administrations.

(3) (a) where a railway servant joins a corporation or company or body on immediate absorption basis, the relieving order shall be issued in the Form 3 and the relieving order shall indicate the period within which the railway servant shall join the corporation or company or body :

Provided that this period may be extended by the relieving authority for reasons beyond the control of the Railway, which shall be recorded in writing.

(b) The period between the date of relief and the date of joining in the corporation or company or body may be regularised by grant of leave due and if no such leave is due, the period may be regularised by grant of extraordinary leave.

(c) The relieving authority, before processing the case for sanction of retirement benefits, shall ascertain the date of joining by the railway servant in the corporation or company or body and accept the resignation of the railway servant from the date preceding the date of joining.

(d) No lien of the railway servant shall be retained in the relieving Department and all his connections with the Government shall stand severed on his absorption in the corporation or company or body.

(4) Where a gratuity scheme similar to the gratuity scheme under these rules exists in a body controlled or financed by the Central Government or a State Government in which a railway servant is absorbed, he shall be entitled to exercise option either, -

(a) to receive retirement benefits for the service rendered under the Railways in accordance with sub-rule (1); or

(b) to count the service rendered under the Railways in that body for pension.

(5) Where a railway servant is absorbed in a body controlled or financed by the Central Government or a State Government and exercises an option under clause (b) of sub-rule (4), the Government shall discharge its gratuity liability by paying in lump sum as a one-time payment and the gratuity liability shall be the capitalised value of retirement gratuity for the service up to the date of absorption in that body.

(6) The date of absorption shall be determined in accordance with the provisions of rule 15 of the Railway Services (Implementation of National Pension System) Rules, 2025.

*Explanation.* – For the purpose of this rule, the expression ‘body’ means an autonomous body or a statutory body.

**33. Payment of gratuity in the case of missing railway servant.** - (1) Where a railway servant is missing, the family shall lodge a complaint with the concerned police station and obtain report from the police, that the railway servant has not been traced despite all efforts made by the police and the report may be the First Information Report or any other report such as Daily Diary or General Diary Entry.

(2) The family after six months of lodging police complaint may apply in Form 4 for the grant of retirement gratuity to the Head of Office of the organisation where the railway servant had last served.

(3) The retirement gratuity may be sanctioned by the concerned Ministry or Department after observing the following formalities, namely:-

(a) Ensure that the complaint lodged with the police and non traceable report given by the police with regard to railway servant is correct; and

(b) An Indemnity bond in Proforma- B shall be taken from the nominee or dependents of the railway servant that the

retirement gratuity shall be adjusted against the payment due to the railway servant in case he appears on the scene and makes any claim.

- (4) (a) The Head of Office shall process the case in Form 5 for grant of retirement gratuity;
- (b) The retirement gratuity shall be paid to the family within three months of the date of application and in case of any delay, the interest shall be paid at the applicable Public Provident Fund rates and responsibility for delay shall be fixed in accordance with rule 44; and
- (c) The difference between the death gratuity and retirement gratuity shall be payable after the death of the employee is conclusively established or on the expiry of the period of seven years from the date of the police report.
- (5) The Head of Office shall assess all the Government dues outstanding against the railway servant and effect their recovery in accordance with rule 45 before sanctioning the payment of gratuity.

## CHAPTER VI

### DETERMINATION AND AUTHORISATION OF THE AMOUNT OF GRATUITY

**34. Preparation of papers for payment of gratuity.** - Every Head of Office shall undertake the work of preparation of papers for grant of gratuity in Form 6 one year before the date on which a railway servant is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

**35. Intimation to the directorate of estates or the office concerned or in the concerned office of Railway regarding issue of 'No Demand Certificate'.** - (1) The Head of Office shall write to the Directorate of Estates or the office concerned, or in the case of a railway accommodation, to the concerned office of Railway, at least one year before the anticipated date of retirement of the railway servant who was or is in occupation of a Government accommodation including railway accommodation (hereinafter referred to as allottee) for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the allottee in accordance with rule 22 of the Railway Services (Implementation of National Pension System) Rules, 2025.

**36. Stages for the completion of papers for payment of gratuity on superannuation.** - (1) The Head of Office shall divide the period of preparatory work of one year referred to in rule 34 in the following three stages, namely:-

- (a) First Stage. - Verification of service - (i) the Head of Office shall go through the service book of the railway servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 21 are recorded therein;
- (ii) in respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records such as last pay certificate, pay slip for month of April which shows verification of service for the previous financial year and record necessary certificates in the service book;
- (iii) where the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the railway servant in another office or Department, the Head of Office under which the railway servant is at present serving shall refer the said period of service to the Head of Office in which the railway servant is shown to have served during that period for the purpose of verification;
- (iv) on receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:

Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously;

- (v) where no response is received within the time period referred to in the sub-clause (iv), such period or periods shall be deemed to qualify for gratuity;
- (vi) where at any time, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication;
- (vii) the process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of

superannuation of the railway servant;

(viii) where any portion of service rendered by a railway servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or sub-clause (iii) or sub-clause (iv) or sub-clause (v), the railway servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement;

(ix) the Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the gratuity of that railway servant; and

(x) where a railway servant is found to have given any incorrect information willfully, which makes him entitled to any benefits which he is not otherwise entitled to, it shall be construed as a grave misconduct.

(b) Second Stage. - Making good an omission in the service book. - (i) the Head of Office while scrutinising the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for gratuity;

(ii) every effort shall be made to complete the verification of service, as specified in clause (a) and to make good the omissions, imperfections or deficiencies referred to in sub-clause (i);

(iii) any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the railway servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for gratuity shall be determined on the basis of the entries in the service book;

(iv) for the purpose of calculation of average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service; and

(v) in order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a railway servant, and not for any period prior to that date.

(c) Third Stage. - As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the railway servant, the Head of Office shall, -

(i) furnish to the retiring railway servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of gratuity and also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity; and

(ii) direct the retiring railway servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him.

**37. Completion of Part I of Form 6 .** - In cases under sub-rule (1) of rule 36, the Head of Office shall complete Part I of Form 6 not later than four months before the date of retirement of a railway servant and in cases where railway servant retiring for reasons other than superannuation, the Head of Office shall complete Part I of Form 6 within two months after retirement of a railway servant.

**38. Forwarding of Form 6 and Form 7 papers for payment of gratuity to Accounts Officer.** - (1) After complying with the requirement of rule 36 and rule 37, the Head of Office shall forward Form 6 duly completed with a covering letter in Form 7 along with service book of the railway servant duly completed, up to date, and any other documents relied upon for the verification of service to the Accounts Officer .

(2) The Head of Office shall retain a copy of Form 6 and Form 7 for his record.

(3) The Forms referred to in sub-rule (1) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a railway servant and in cases other than retirement on superannuation not later than two months after the date of retirement of railway servant.

**39. Intimation to Accounts Officer regarding any event having bearing on gratuity.** - Where after the Forms for payment of gratuity have been forwarded to the Accounts Officer, any event occurs which has a bearing on the amount of gratuity admissible, the fact shall be promptly reported to the Accounts Officer by the Head of Office.

**40. Intimation of the particulars of government dues to the Accounts Officer.**-(1) The Head of Office shall, after ascertaining and assessing the Government dues referred to in rule 45, furnish the particulars thereof to the Accounts

Officer in Form 7.

(2) Where after the particulars of Government dues have been intimated to the Accounts Officer under sub-rule (1), any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.

**41. Provisional gratuity for reasons other than Departmental or Judicial proceedings.** - (1) Where in spite of following the procedure laid down in rule 36, it is not possible for the Head of Office to forward the Forms for gratuity to the Accounts Officer within the period specified in sub-rule (3) of rule 38 or where the Forms for payment of gratuity have been forwarded to the Accounts Officer within the period so specified, but the Accounts Officer may have returned the Forms to the Head of Office for eliciting further information before issuing order for the payment of gratuity and the railway servant is likely to retire before his gratuity can be finally assessed and settled in accordance with the provisions of these rules, the Head of Office shall rely upon such information as may be available in the official records, and without delay, determine the amount of provisional retirement gratuity.

(2) In a case of retirement otherwise than on superannuation, the Head of Office shall sanction provisional retirement gratuity within two months till final assessment of retirement gratuity.

(3) Where the amount of gratuity cannot be determined for reasons other than the Departmental or Judicial proceedings, the Head of Office shall, —

(a) issue a letter of sanction addressed to the Accounts Officer endorsing a copy thereof to the railway servant authorising hundred per cent of the gratuity as provisional gratuity and withholding of ten per cent of gratuity for adjusting government dues which may come to notice after payment of provisional gratuity and withholding of 100% of gratuity in case of non-vacation of Railway accommodation.

(b) specify in the letter of sanction the amount recoverable from the gratuity under sub-rule (1) of rule 40 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw the amount of provisional gratuity after deducting therefrom the amount specified in clause (a) and the dues, if any, specified in rule 45, in the same manner as pay and allowances of the establishment are drawn by him.

(4) The amount of gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of the records.

(5) (a) If the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of six months from the date of retirement of a railway servant, the Accounts Officer shall direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity; and

(b)(i) where the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired railway servant shall not be required to refund the excess amount actually disbursed to him.

(ii) the Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimised and the officials responsible for the excess payment shall be accountable for the overpayment.

(6) Where the final amount of gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (5), the Accounts Officer shall treat the provisional gratuity as final and issue authority order immediately on the expiry of the period of six months.

(7) On issue of authority order by the Accounts Officer under clause (a) of sub-rule (5) or sub-rule (6), the Head of Office shall release the amount of withheld gratuity under clause (a) of sub-rule (3) to the retired railway servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under clause (b) of sub-rule (3).

(8) Where a railway servant is or was an allottee of Government accommodation, the withheld amount shall be paid on receipt of 'No Demand Certificate' from the Directorate of Estates or the office concerned in respect of Government accommodation other than railway accommodation or 'vacation certificate' in respect of railway accommodation from the concerned office of Railway.

**42. Authorisation of gratuity by the Accounts Officer.-** (1) (a) On receipt of Forms for payment of gratuity referred to in rule 38, the Accounts Officer shall apply the requisite checks, record the account encasement in Part II of Form 6 and assess the amount of gratuity and issue authority letter not later than one month in advance of the date of the retirement of a railway servant on attaining the age of superannuation; and

(b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 6, assess the amount of gratuity, assess dues and issue the authority letter within three months of the date of receipt of Forms for payment of gratuity from the Head of Office.

(2) The amount of gratuity as determined by the Accounts Officer under clause (a) of sub-rule (1) shall be intimated to the Head of Office with the remarks that the amount of the gratuity may be drawn by preferring a bill to the Pay and Accounts Officer and disbursed by the Head of Office to the retired railway servant after adjusting the Government dues, if any, referred to in rule 45.

Provided that further action for the purpose of recovery of dues pertaining to railway accommodation in the case of railway servants, who are in occupation of railway accommodation and who do not vacate such accommodation on retirement or cessation of service, shall be taken in accordance with sub-rule (9) of Rule 46.

(3) The amount of gratuity withheld under sub-rule (5) of rule 46 shall be adjusted by the Head of Office against the outstanding licence fee intimated by the Directorate of Estates or the office concerned and the balance, if any, refunded to the retired railway servant.

**43. Railway servants on deputation.-** (1) In the case of railway servant who retires while on deputation to another Central Government Department, action to authorise gratuity in accordance with the provisions of this rule shall be taken by the Head of Office of the parent Department.

(2) In the case of a railway servant who retires from service, while on deputation to a State Government or while on foreign service, action to authorise gratuity in accordance with the provisions of this rule shall be taken by the Head of Office or the Cadre authority which sanctioned deputation to the State Government or to foreign service.

(3) In the case of Central Government employees belonging to various Ministries or Departments who happen to be on deputation to Railways at the time of their retirement, their gratuity cases shall be handled by the parent Ministry or Department from where they proceeded on deputation.

**44. Interest on delayed payment of gratuity.-** (1) In all cases where the payment of gratuity has been authorised later than the date when its payment becomes due, including the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid at the rate and manner applicable to Public Provident Fund amount in accordance with the instructions issued from time to time:

Provided that the delay in payment was not caused on account of failure on the part of the railway servant to comply with the procedure laid down by the Government for processing his papers for payment of gratuity.

(2) Every case of delayed payment of gratuity shall be considered by the Chairman and CEO, Railway Board, in case of Railway Board and, General Manager/Administrative Head of the Zonal Railway/Railway Unit, as the case may be, and where he is satisfied that the delay in the payment of gratuity was caused on account of administrative reasons or lapse, he shall order for arranging the payment of interest and the powers to pass order for payment of interest on delayed payment of gratuity shall not be delegated to any lower authority.

(3) In all cases where the payment of interest has been ordered, the railway shall fix the responsibility and take disciplinary action against the railway servant or servants concerned, who are found responsible for the delay in the payment of gratuity on account of administrative lapses on their part.

(4) Where the payment of retirement gratuity has been delayed beyond three months from the date of retirement on superannuation, an interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid.

(5) The delay in payment of gratuity and payment of interest shall be determined in the following manner, namely:-

(a) In case of railway servants against whom disciplinary or judicial proceedings are pending on the date of retirement and in which gratuity is withheld till the conclusion of the proceedings as per rule 5,-

(i) where the railway servant is exonerated of all charges and the gratuity is paid on the conclusion of such proceedings, in such case, where the payment of gratuity has been authorised after three months from the

date of his retirement, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed beyond the period of three months from the date of retirement;

- (ii) where the disciplinary or judicial proceedings are dropped on account of the death of the railway servant during the pendency of disciplinary or judicial proceedings, in such cases, where payment of gratuity has been authorized after three months from the date of death, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond three months from the date of death;
- (iii) where the railway servant is not fully exonerated on the conclusion of disciplinary or judicial proceedings and where the competent authority decides to allow payment of gratuity, in such cases, where the payment of gratuity is authorised after three months from the date of issue of orders by the competent authority for payment of gratuity, in such cases, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond three months from the date of issue of the above-mentioned orders by the competent authority.

(b) On retirement other than on superannuation.- Such cases of retirement shall be either under chapter 18 of the Indian Railway Establishment Code-Vol II (1987-Edition) or under rules 12, 13, 16, 17 or 18 of the Railway Services (Implementation of National Pension System) Rules, 2025 and in such cases, where the payment of gratuity is delayed beyond six months from the date of retirement, interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid for the period of delay beyond six months from the date of retirement.

(c) On death of the railway servant while in service.- Where the payment of death gratuity is delayed beyond six months from the date of death, interest at the rate applicable to Public Provident Fund deposits from time to time shall be paid for the period of delay beyond six months from the date of death and if in any case the payment of death gratuity is held up on account of more than one claimant staking his claim to the same, such cases shall not automatically qualify for payment of interest in terms of these orders and these shall be decided in consultation with the Department of Pension and Pensioners' Welfare.

(d) Where the amount of gratuity already paid is enhanced on account of revision of emoluments or change in the policy relating to gratuity from a date prior to the date of retirement of the railway servant concerned and where the payment of difference of gratuity is delayed beyond a period of three months from the date of issue of the orders revising the emoluments or change in the rules, interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the delay beyond the period of three months from the date of issue of the orders revising of emoluments or change in rules.

(e) Where the railway servant is permanently absorbed in a Public Sector Undertaking or an autonomous body otherwise than on *en masse* transfer on conversion of Government department or a part thereof into Public Sector Undertaking or autonomous body, and where the payment of gratuity has been delayed beyond six months from the date of such absorption, the interest at the rate applicable to Public Provident Fund deposits from time to time may be allowed for the period of delay beyond six months from the date of such permanent absorption in Public Sector Undertakings or autonomous body.

**45. Recovery and adjustment of Government dues.-** (1) It shall be the duty of the Head of Office to ascertain and assess Government dues payable by a railway servant due for retirement.

(2) The Railway or Government dues as ascertained and assessed by the Head of Office which remain outstanding till the date of retirement of the railway servant, shall be adjusted against the amount of the retirement gratuity becoming payable.

*Explanation.-* (1) For the purpose of this rule, the expression 'Railway or Government dues' includes, -

(a) dues pertaining to Railway or Government accommodation including arrears of licence fee as well as damages for the occupation of the Railway or Government accommodation beyond the permissible period after the date of retirement of the allottee, if any ;

(b) dues other than those pertaining to Railway or Government accommodation, namely, balance of house building or conveyance or any other advance, overpayment of pay and allowances or leave salary and arrears of income tax deductible at source under the Income Tax Act, 1961 (43 of 1961).

(c) Dues pertaining to short collection in freight charges and shortage in stores.

*Explanation.-* (2) Only the Railway or Government dues as referred to in *Explanation* (1) shall be adjusted against the amount of retirement gratuity payable to the retired railway servant and any other dues which are not Railway or Government dues in terms of the said *Explanation* (1) shall not be recoverable from the amount of retirement gratuity.



**46. Adjustment and recovery of dues pertaining to Government or Railway accommodation.-** (1) The Directorate of Estates or the office concerned on receipts of intimation from the Head of Office under sub-rule (1) of rule 22 of the Railway Services (Implementation of National Pension System) Rules, 2025, regarding the issue of "No Demand Certificate" shall scrutinise its records and inform the Head of Office within two months, if any licence fee was recoverable from him in respect of the period prior to eight months of his retirement and if no intimation in regard to recovery of outstanding licence fee is received by the Head of Office by the stipulated date, it shall be presumed that no licence fee was recoverable from the allottee in respect of the period preceding eight months of his retirement and no gratuity shall be withheld.

(2) The Head of Office shall ensure that licence fee for the next eight months, that is up to the date of retirement of the allottee is recovered every month from the pay and allowances of the allottee.

(3) Where the Directorate of Estates or the office concerned intimates the amount of licence fee recoverable in respect of the period mentioned in sub-rule (1), the Head of Office shall ensure that outstanding licence fee is recovered in installments from the current pay and allowances of the allottee and where the entire amount is not recovered from the pay and allowances, the balance shall be recovered out of the gratuity before its payment is authorised.

(4) The Directorate of Estates or the office concerned shall also inform the Head of Office the amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement of the allottee and the Head of Office shall adjust the amount of that licence fee from the amount of the gratuity together with the unrecovered licence fee, if any, mentioned in sub-rule (3).

(5) Where in any particular case, it is not possible for the Directorate of Estates or the office concerned to determine the outstanding licence fee, that Directorate/ the concerned office shall inform the Head of Office that ten per cent. of gratuity may be withheld pending receipt of further information.

(6) The recovery of licence fee (where it is not possible for the Directorate of Estates or the office concerned to determine the outstanding licence fee) as well as damages (for the occupation of the Government accommodation beyond the permissible period after the date of retirement of allottee) shall be the responsibility of the Directorate of Estates or the office concerned. The amount withheld under sub-rule (5) above, shall be paid immediately to the retiring employee, who is in occupation of Government accommodation, on production of "No Demand Certificate" from the Directorate of Estates or the office concerned after actual vacation of the Government accommodation.

(7) The Directorate of Estates or the office concerned shall ensure that "No Demand Certificate" shall be given to the railway servant within a period of fourteen days from the actual date of vacation of the Government accommodation and the allottee shall be entitled to payment of interest (at the rate applicable to General Provident Fund deposit determined from time to time by the Government of India) on the excess withheld amount of gratuity which is required to be refunded, after adjusting the arrears of licence fee and damages, if any, payable by the allottee and the interest shall be payable by the Directorate of Estates or the office concerned through the concerned Accounts Officer of the railway servant from the actual date of vacation of the Government accommodation up to the date of refund of excess withheld amount of gratuity.

(8) On account of license fee or damages remaining unpaid after adjustment from the withheld amount of gratuity mentioned under sub-rule (5), may be ordered to be recovered by the Directorate of Estates or the office concerned through the concerned Accounts Officer from the dearness relief without the consent of the pensioners and in such cases no dearness relief shall be disbursed until full recovery of such dues has been made.

*Explanation.-* For the purpose of this rule, the license fee shall also include any other charges payable by the allottee for any damage or loss caused by him to the accommodation or its fittings.

(9) A railway servant shall vacate the railway accommodation immediately after his retirement.

(10)(a) In case where a railway accommodation is not vacated after superannuation of the railway servant or after cessation of his service such as on voluntary retirement, compulsory retirement, medical invalidation, or death, then, the full amount of retirement gratuity or death gratuity, as the case may be, shall be withheld.

(b) The amount withheld under clause (a) shall remain with the railway administration in the form of cash.

(c) In case the railway accommodation is not vacated even after the permissible period of retention after the superannuation, retirement, cessation of service or death, as the case may be, the railway administration shall have the right to withhold, recover, or adjust from the Death-cum-retirement Gratuity, the normal rent, special licence fee or damage rent, as may be due from the Ex-railway servant and return only the balance, if any, on vacation of the railway accommodation.

(d) Any amount remaining unpaid after the adjustment made under clause (c), may also be recovered without the consent of the pensioner by the concerned Accounts Officer from the dearness relief of the pensioner until full recovery of such dues has been

made.

(e) If any dispute arise, regarding recovery of damages or rent from the Ex-railway servant shall be subject to adjudication by the concerned Estate Officer appointed under the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 (40 of 1971).

**47. Adjustment and recovery of dues other than dues pertaining to Government accommodation/railway accommodation.-** (1) For the dues other than the dues pertaining to occupation of Government or Railway accommodation, as the case may be, as referred to in clause (b) of Explanation (1) of rule 45, the Head of Office shall take steps to assess the dues "one year" before the date on which a railway servant is due to retire on superannuation; or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

(2) The assessment of Government or Railway dues referred to in sub-rule (1) shall be completed by the Head of Office eight months prior to the date of retirement of the railway servant.

(3) The railway or Government dues as assessed under sub-rule(2) including those dues which come to notice subsequently and which remain outstanding till the date of retirement of the railway servant, shall be adjusted against the amount of the retirement gratuity becoming payable to the railway servant on his retirement.

## CHAPTER VII

### Determination and Authorisation of the Amount of Death Gratuity in case of Death of railway servant during Service

#### 48. Obtaining of claims for death gratuity.-

(1) Where the Head of Office has received an intimation about the death of a railway servant while in service, he shall ascertain, -

(a) (i) if the deceased railway servant had nominated any person or persons to receive the gratuity ; and

(ii) if the deceased railway servant had not made any nomination or the nomination made does not subsist, the person or persons to whom the gratuity may be payable.

(b) The Head of Office shall, then, address the person concerned in Form 8, for making a claim in Form 9.

(2) Where on the date of death, the railway servant was an allottee of Government accommodation, the Head of Office shall address the Directorate of Estates or the office concerned for the issue of "No Demand Certificate" in accordance with the provisions of sub-rule (1) of rule 54.

**49. Completion of Form 10.-** (1) (a) The Head of Office while taking action to obtain claim or claims from the family in accordance with the provisions of rule 48 shall simultaneously undertake the completion of Form 10 and the work shall be completed within one month of the date on which intimation regarding the date of death of the railway servant has been received;

(b) The Head of Office shall go through the service book of the deceased railway servant and satisfy himself as to whether certificates of verifications of service for the entire service are recorded therein; and

(c) (i) If there are any periods of unverified service, the Head of Office shall accept the unverified portion of service as verified on the basis of the available entries in the service book and for this purpose the Head of Office may rely on any other relevant material to which he may have ready access; and

(ii) While accepting the unverified portion of service, the Head of Office shall ensure that service was continuous and was not forfeited on account of dismissal, removal or resignation from service, or for participation in strike.

(2) (a) For the purpose of determination of emoluments for death gratuity, the Head of Office shall confine the verification of the correctness of emoluments for a maximum period of one year preceding the date of death of the railway servant.

(b) In case the railway servant was on extraordinary leave on the date of death, the correctness of the emoluments for a maximum period of one year which he drew preceding the date of the commencement of the extraordinary leave shall be verified.

(3) The process of determination of qualifying service and qualifying emoluments shall be completed within one month of the receipt of intimation regarding the date of death of the railway servant and the amount of death gratuity shall also be calculated accordingly.

**50. Determination of the amount of death gratuity where service records are incomplete.-** The service book shall be maintained properly and if in any particular case, the service book has not been maintained properly despite the instructions of the Government on the subject and it is not possible for the Head of Office to accept the unverified portion of service as verified on the basis of entries in the service book, the Head of Office shall not wait for the verification of entire spell of service and shall determine the amount of death gratuity in respect of a deceased railway servant in the following manner, namely :-

- (i) if the entire service rendered by the deceased railway servant is not capable of being verified and accepted, the amount of death gratuity shall be determined on provisional basis in accordance with sub-rule (2) of rule 22 on the basis of the length of qualifying service from out of the continuous spell of verified and accepted service immediately preceding the date of death of the railway servant and the amount of death gratuity, so determined shall be authorised to the beneficiaries on provisional basis within one month of the receipt of intimation of date of death of the railway servant; and
- (ii) final amount of the gratuity shall be determined by the Head of Office on the acceptance and verification of the entire spell of service which shall be done by the Head of Office within a period of six months from the date on which the authority for the payment of provisional gratuity was issued and the balance, if any, becoming payable as a result of determination of the final amount of death gratuity shall then be authorised to the beneficiaries.

**51. Forwarding the Form 7 and Form 10 to the Accounts Officer.-**

(1) On receipt of claim or claims, the Head of Office shall complete item 9 of Form 10 and send the said Form in original to the Accounts Officer with a covering letter in Form 7 along with the railway servant's service book duly completed up to date and any other documents relied upon for the verification of the service claimed and this shall be done not later than one month of the receipt of claim by the Head of Office.

(2) The Head of Office shall retain one copy of the Form 10 for his office record.

(3) The Head of Office shall draw the attention of the Accounts Officer to the following details of Government or Railway dues outstanding against the deceased railway servant, namely: -

(a) Government or Railway dues as ascertained and assessed in term of rule 54 and recoverable out of the gratuity before payment is authorised;

(b) amount of gratuity withheld, partly for adjustment of Government or Railway dues which have not been assessed so far and partly as margin for adjustment in the light of the final determination of the gratuity; and

(c) the maximum amount of gratuity to be held over for the purpose of clause (b) shall be limited to ten per cent of the amount of gratuity.

Provided that in a case where a railway accommodation is not vacated immediately after the death, of a railway servant, the recovery of the outstanding dues in respect of such railway accommodation shall be made in the following manner:

(i) The entire amount of gratuity shall be withheld and the amount so withheld shall remain with the railway administration in the form of cash.

(ii) The railway administration shall have the right to withhold, recover or adjust the normal rent, special license fee or damage rent, as may be due, from the gratuity and return only the balance, if any, on vacation of the railway accommodation.

(iii) Any dispute regarding recovery of damages or rent from the former railway servant shall be subject to adjudication by the concerned Estate officer appointed under the Public Premise (Eviction of Unauthorized Occupants) Act, 1971 (40 of 1971).

(4) (a) Where Form 10 has been completed and the claim or claims in the respective Forms have not been received from the beneficiary or beneficiaries, the Head of Office shall forward Form 10 and the documents referred to in sub-rule (1) to the Accounts Officer without the claim or claims; and

(b) As soon as the claim or claims are received by Head of Office, they shall immediately be forwarded to the Accounts Officer.

(5) (a) Where Form 10 has been completed and the Government dues to be recovered from death gratuity have not been assessed, the Head of Office shall forward Form 10 and the documents referred to in sub-rule (1) to the Accounts Officer leaving unfilled item 9 of Part I of the said Form; and

(b) As soon as the Head of Office assessed Government or Railway dues to be recovered from death gratuity, they shall immediately be forwarded to the Accounts Officer with the request that item 9 of Part I of Form 10 may be filled by the Accounts Officer.

**52. Sanction, drawal and disbursement of provisional death gratuity. -**

(1) After the documents referred to in rule 51 have been sent to the Accounts Officer concerned, the Head of Office shall draw hundred per cent of the gratuity as determined in accordance with the provisions of this Chapter and for this purpose the Head of Office shall adopt the following procedure, namely :-

(a) he shall issue a sanction letter in favour of claimant or claimants endorsing a copy thereof to the Accounts Officer concerned indicating the amount of hundred per cent of the gratuity as determined ;

(b) he shall indicate in the sanction letter the amount recoverable out of the gratuity under sub-rule (3) of rule 51; and

(c) after issue of the sanction letter he shall draw by preferring a bill to Pay and Accounts Officer for the amount of hundred per cent of the gratuity after deducting therefrom the dues mentioned in clause (b).

(2) The Head of Office shall disburse the gratuity immediately after the same have been drawn under sub-rule (1).

Provided that in cases where the family of a deceased railway servant, who was in occupation of railway accommodation does not vacate the said accommodation, further action shall be taken in accordance with the proviso in clause (c) of sub rule (3) of rule 51.

(3) The Head of Office shall inform the Accounts Officer as soon as the gratuity has been paid to the claimant or claimants.

**53. Authorisation of balance of the death gratuity by the Accounts Officer.-** (1) On receipt of the documents referred to in sub-rule (1) of rule 51, the Accounts Officer shall, within a period of one month from the date of receipt of the documents, apply the requisite checks and complete Section I of Part II of Form 10 and assess the amount of gratuity.

(2) (a) The Accounts Officer shall determine the amount of the balance of the gratuity after adjusting the amount, if any, outstanding against the deceased railway servant;

(b) The Accounts Officer shall intimate to the Head of the Office, the amount of the balance of the gratuity determined under clause (a) with the remarks that the amount of the balance of the gratuity may be drawn and disbursed by the Head of Office to the person or persons to whom the provisional gratuity has been paid;

(c) The amount of gratuity withheld under clause (b) of sub-rule (1) of rule 54 shall be adjusted by the Head of Office against the outstanding licence-fee mentioned in clause (viii) of sub-rule (1) of rule 54 and the balance, if any, refunded to the person or persons to whom gratuity has been paid; and

(d) The amount of the balance of the gratuity may be, drawn by preferring a bill to Pay and Accounts Officer and disbursed by the Head of Office to the person or persons to whom the provisional gratuity has been paid.

Provided that in cases where the family of a deceased railway servant, who was in occupation of railway accommodation does not vacate the said accommodation further action shall be taken in accordance with the proviso to clause (c) of sub rule (3) of rule 51.

(3) (a) If the amount of gratuity disbursed by the Head of Office proves to be larger than the amount finally assessed by the Accounts Officer the beneficiary shall not be required to refund the excess.

(b) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount actually admissible are minimised and the official or officials responsible for the excess payment shall be accountable for the overpayment.

**54. Adjustment of Government dues.-** (1) Dues pertaining to Government accommodation including railway accommodation -

(i) Where on the date of death the railway servant was allottee of Government accommodation or railway accommodation, the Head of Office on receipt of intimation regarding the death of the railway servant shall within seven days of the receipt of such intimation, write to the Directorate of Estates or the office concerned or the concerned office of Railways for the issue of 'No demand certificate'/vacation certificate so that authorisation of death gratuity is not delayed

and while addressing the Directorate of Estates or the office concerned or the concerned office of Railway for the issue of no demand certificate/ vacation certificate, the Head of Office shall also submit the following information in duplicate, namely :-

- (a) name of the deceased railway servant with designation;
- (b) particulars of the accommodation (quarter No., type and locality);
- (c) date of death of railway servant;
- (d) whether the railway servant was on leave at the time of his death and, if so, the period and nature of leave;
- (e) whether the railway servant was enjoying rent-free accommodation;
- (f) the period up to which licence fee had been recovered from the pay and allowances of the deceased railway servant and the monthly rate of recovery and particulars of the pay bill under which last recovery was made;
- (g) if the licence fee had not been recovered up to the date of death and the family intends to retain Government accommodation for the permissible period thereafter, details of the, -
  - (A) period for which licence fee still remains to be recovered;
  - (B) the amount of licence fee in respect of the period in (A) to be determined on the basis of the standard rent bill;
  - (C) the amount of licence fee for the retention of Government accommodation by the family of the deceased railway servant for the concessional period of four months beyond the date of death of the railway servant to be determined on the basis of standard bill;
  - (D) the amount of licence fee mentioned in (B) and (C) proposed to be recovered out of the death gratuity; and
  - (E) details of any previous reference from the Directorate of Estates or the office concerned having bearing on the recovery of licence fee outstanding against the allottee and action taken thereon;
- (ii) the Head of Office shall recover from the death gratuity the amount of licence fee as intimated to the Directorate of Estates or the office concerned under clause (i);
- (iii) the recovery of licence fee for the occupation of Government accommodation beyond a period of four months shall be the responsibility of the Directorate of Estates or the office concerned;
- (iv) the Directorate of Estates or the office concerned shall scrutinise their records with a view to determine if licence fee other than the licence fee referred to in clause (i) was outstanding against deceased railway servant and if any recovery is found, the amount and the period or periods to which such recovery or recoveries relate shall be communicated to the Head of Office within a period of two months of the receipt of intimation regarding the death of the railway servant under clause (i);
- (v) after receipt of information under clause (iv), the Head of Office shall withhold amount as intimated by the Directorate of Estate/ the office concerned or ten per cent of the death gratuity, in case no specified amount is intimated by Directorate of Estates or the office concerned;

Provided that in cases where the family of a deceased railway servant, who was in occupation of railway accommodation, does not vacate the said accommodation, further action shall be taken in accordance with the proviso to clause (c) of sub-rule (3) of rule 51.

- (vi) where no intimation is received by the Head of Office within the period specified under clause (iv) regarding recovery of licence fee, it shall be presumed that nothing was recoverable from the deceased railway servant and the amount of gratuity withheld shall be paid to the person or persons to whom the amount of death gratuity was paid;
- (vii) where the Head of Office has received intimation from the Directorate of Estates or the office concerned under clause (iv) regarding licence fee outstanding against the deceased railway servant, the Head of Office shall verify from the acquittance rolls if the outstanding amount of licence fee was recovered from the pay and allowances of the deceased railway servant and if as a result of verification, it is found that the amount of licence fee shown as outstanding by the Directorate of Estates or the office concerned, had already been recovered, the Head of Office shall draw the attention of the Directorate of Estates or the office concerned to the pay bills under which the necessary recovery of the licence fee was made and subject to the provisions of sub-rule (2) take steps to pay the amount of the gratuity withheld under clause

(v) to the person or persons to whom the death gratuity was paid; and

Provided that in cases where the family of a deceased railway servant, who was in occupation of railway accommodation, does not vacate the said accommodation, further action shall be taken in accordance with the proviso to clause (c) of sub-rule 3 of rule 51.

(viii) where the outstanding amount of licence fee was not recovered from the pay and allowances of the deceased railway servant, the outstanding amount shall be adjusted against the amount of the gratuity withheld under clause (v) and the balance, if any, repaid to the person or persons to whom the amount of death gratuity was paid.

(2) Dues other than those referred to in sub-rule (1) - The Head of Office shall, within one month of the receipt of intimation regarding death of a railway servant take steps to ascertain if any dues as referred to in rule 47 excluding the dues pertaining to the allotment of Government accommodation including railway accommodation were recoverable from the deceased railway servant and such ascertainable dues shall be recovered from the amount of death gratuity becoming payable to the family of the deceased railway servant.

**55. Payment of death gratuity when a railway servant dies while on deputation.-** - (1) In the case of a railway servant who dies while on deputation to another Central Government Department, action to authorise death gratuity in accordance with the provisions of this Chapter shall be taken by the Head of Office of the parent Department.

(2) In the case of a railway servant who dies while on deputation to a State Government or while on foreign service, action to authorise the payment of death gratuity in accordance with the provisions of this Chapter shall be taken by the concerned Head of Office from where the railway servant proceeded on deputation to the State Government or to the foreign service.

(3) In the case of a Central Government servant belonging to a Ministry or Department who dies while on deputation to the Railway, action to authorise the payments of death gratuity in accordance with the provisions of this Chapter shall be taken by the parent Ministry or Department from where he has proceeded on deputation to the Railway.

## CHAPTER VIII

### MISCELLANEOUS

**56. Currency in which gratuity is payable.-** The gratuity admissible under these rules shall be payable in rupees in India only.

**57. Manner of payment of gratuity.-** Except as otherwise provided in these rules, a gratuity shall be paid in lump sum.

**58. Application of Treasury rules.-** Save as otherwise provided in these rules, the Treasury Rules of the Central Government shall apply in regard to the procedure of payment of gratuity.

**59. Interpretation.-** (1) Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government in the Ministry of Railways (Railway Board), for decision.

(2) The Ministry of Railways (Railway Board) shall take decision after consulting the Department of Pension and Pensioners' Welfare.

**60. Power to relax.-** (1) Where the competent authority is satisfied that the operation of any of these rules causes undue hardship in any particular case, that authority, may for reasons to be recorded in writing, approach the Ministry of Railways (Railway Board) for dispensing with or relaxing the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

(2) The Ministry of Railways (Railway Board) shall examine each such case and arrange to communicate the sanction of the President to the proposed dispensation or relaxation, as it may consider necessary keeping in view the merits of each case and keeping in view of other statutory provisions:

Provided that no such order shall be made except with the concurrence of the Department of Pension and Pensioners' Welfare, in the Ministry of Personnel, Public Grievances and Pensions, Government of India.

**61. Residuary provisions.-** (1) Any related issues not specifically covered in these rules, shall be decided in terms of the relevant provisions in this regard contained in the Railway Services (Implementation of National Pension System) Rules, 2025, Indian Railway Establishment Code or any general or special order issued by the Government provided it is not repugnant to or inconsistent with the provisions of these rules.

(2) The Central Government may issue orders or instructions to regulate any matters for which there is no provision



in the rules made or deemed to have been made under these rules and, until such rules are made, such matters shall be regulated as per orders or instructions issued from time to time.

**62. Repeal and saving.** – On the commencement of these rules, every order, instruction or Office Memorandum in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate and anything done or any action taken under those order, instruction or Office Memorandum shall be deemed to have been taken under the corresponding provisions of these rules.

## FORM 1

## Certificate of verification of Service for Gratuity

[See rule 21]

No. ....

Government of India

Ministry of .....

Department/Office .....

Dated	D	D	M	M	Y	Y	Y	Y
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## Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.

(Name and Designation) has completed a qualifying service of

years  months  days as on  (date), as per details given below. The

service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 21 of the Railway Services (Payment of Gratuity under National Pension System) Rules, 2025, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for gratuity.

## DETAILS OF QUALIFYING SERVICE

S.No. (1)	Name of Ministry/Department/Office (2)	From (3)	To (4)	Length of qualifying Service (5)
1.				
2.				
3.				

Signature and stamp of Head of Office

To

Shri

(Name and Designation)

**FORM 2****Common Nomination Form for Gratuity and Central Government Employees' Group Insurance Scheme****( See rule 23)**

I, ....., hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:

- (i) any gratuity the payment of which may be authorised under rule 22 of Railway Services (Payment of Gratuity under National Pension System) Rules, 2025:
- (ii) any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980.

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under column (1) predeceases the employee	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in column (5) is a minor	Contingency on happening of which nomination shall become invalid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of railway servant

Mobile No.

Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2 : The railway servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3 : The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

**(To be filled in by the Head of Office/authorised Gazetted Officer)**

Received the nominations, dated ....., under the following rules :—

1. Railway Services (Payment of Gratuity under National Pension System) Rules, 2025 for gratuity.
2. Central Government Employees Group Insurance Scheme, 1980.

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strike out which nomination is not received)

Verified that the nomination(s) made by the railway servant is/are in accordance with the provisions of the relevant rules. Entry of receipt of nomination(s) has been made in page ..... Volume ..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal  
date of receipt.....

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the railway servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

**FORM 3**

**Relieving order on joining a State Government or Corporation or Company or Body on immediate absorption basis**

[See rule 32]

No.....

Government of India

Ministry/Department of.....

Dated the.....

**ORDER**

Shri/Smt./Km. ....(i)..... is hereby relieved to join.....(ii).....  
as.....(iii)..... on immediate absorption basis.  
He/she should join.....(ii).....by .....(iv).....His/her resignation from Railway service will be effective from the day he/she actually joins .....  
(ii)..... and it will be notified on the receipt of intimation about the date of his/her joining .....  
(ii)..... In case for some reason he/she does not join .....  
(ii).....by.....(iv)....., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in .....(ii)..... will be regularised by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

- (i) Name, designation and office of the railway servant to be relieved.
- (ii) Name of the State Government or corporation or company or body.
- (iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.
- (iv) The Ministry/Department/Office should indicate the date by which the officer should join the State Government or corporation or company or body. This date will be determined by giving him/her a maximum of fifteen days' time from the date of relief. The competent authority in the Administrative Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to :

- 1.( Officer concerned)
2. ...., (State Government or corporation or company or body).
3. Pay and Accounts Office

#### FORM 4

#### Application for the Grant of retirement Gratuity in the case of missing railway servant

[See sub-rule (2) of rule 33]

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

#### 1. Details of missing railway servant:

Name and designation		Date of report	DD/MM/YYYY
Office/Department/Ministry in which the deceased served last			

#### 2. Details of claimant(s):

S. No.	Name	Date of birth (DD/MM/YYYY)	Relationship with the missing railway servant	Postal address
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				

#### 3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name	Date of birth (DD/MM/YYYY)	Relationship with the minor/mentally Disabled	Relationship with the missing railway servant	Postal address
(1)	(2)	(3)	(4)	(5)

#### 4. Details of bank:

Bank's Name		A/c No.		IFS Code	
-------------	--	---------	--	----------	--

Place:

Date:

Mobile no.:



(Signature of the claimant/guardian)

#### Enclosure:

1. Copy of non-traceable report by police regarding missing railway servant.
2. Guardianship Certificate/ Indemnity Bond and date of birth certificate in case the claimant is a minor.
3. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

## FORM 5

**Assessment and Authorisation of Payment of Retirement Gratuity when a railway  
servant is missing while in Service**

[See sub-rule (4) of rule 33 ]

**Part I**  
Section I

**1. Details of employee:**

(a) Name													
(b) Mother's /Father's name					(c) Date of birth	D	D	M	M	Y	Y	Y	Y
(d) Date of missing	D	D	M	M	Y	Y	Y	Y	(e) Religion				

**2. Post held at the time of missing:**

(a) Name of the office												
(b) Post held substantively					(c) Officiating post							
(d) Level of pay in the pay matrix					(e) Basic Pay							
(f) In case the last post was held outside the Government on foreign service terms-												
(i) Level of pay of the post held in the parent department								(ii) Basic pay				
<b>3. Date of beginning of service</b>								<b>4. Date of ending of service</b>				

**5. Service in Autonomous Body/State Government, if any particulars of service:**

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				<input type="radio"/> Yes <input type="radio"/> No
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government				<input type="radio"/> Yes <input type="radio"/> No
(f) Amount of any gratuity received for the previous civil service, if any		(g) Nature of any pension received for the previous civil service, if any		

**6. Service qualifying for retirement gratuity:**

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1) (b) (ii)]			
<b>(b) Periods of non-qualifying service:</b>	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government (rule 20)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
<b>(c) Additions to qualifying service:</b>	From	To	No. of Days
Benefit of service in an Autonomous Body			
(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22))			
<b>7. Emoluments reckoned for retirement gratuity</b>		<b>8. Amount of retirement gratuity</b>	



<b>9. Details of Government dues recoverable out of retirement gratuity:</b>	
(a) Licence fee for occupation of Government or railway accommodation [ See rule 54]	
(b)*Amount to be withheld:- (i) as indicated by the Directorate of Estates or the office concerned [See rule 54 (1)] (ii) on non-vacation of railway accommodation	
(c) Dues referred to in rule 54 (2)	
(d) Net amount payable as retirement gratuity	

\* (whichever is applicable)

**10. Details of the nominee(s) to whom retirement gratuity is payable:**

S.No.	Name	Date of birth (DD/MM/YYYY)	Share in death gratuity	Relationship with deceased railway servant	Address
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					

**11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children**

S.N. (1)	Name of minor/mentally disabled child (2)	Name of guardian (3)	Relationship with deceased railway servant (4)	Address of guardian (5)
1.				
2.				
3.				

**12. Head of Account to which death gratuity is debitable.**

Place: <div style="border: 1px solid black; width: 180px; height: 20px; display: inline-block;"></div>	
Date: <span style="color: blue;">DD-MM-YYYY</span>	(Signature of Head of Office)

**PART II**  
**Account Enfacement**  
**Section I**

Total period of qualifying service accepted for retirement gratuity	
Net amount of retirement gratuity after adjusting Government dues	
Head of account to which retirement gratuity is debitable	

**Section II**

<b>Details of missing railway servant</b>									
Name		Date of missing	D	D	M	M	Y	Y	Y

Amount of gratuity authorised		Amount recoverable from gratuity	
Amount of gratuity withheld pending receipt of 'No Demand Certificate'			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Place: <input type="text"/>  Date: <input type="text" value="DD-MM-YYYY"/> </div> <div style="border: 1px solid black; width: 150px; height: 40px; margin-left: auto;"></div> </div>			
(Signature of Account Officer)			

**FORM 6****Form for Assessing Gratuity**

[To be sent four months before the date of retirement to the PAO]

[See rules 34, 37, 38 and 42]

**PART I (To be filed by Head of Office)**

<b>1. Name of the retiring railway servant</b>																					
Name of <input type="checkbox"/> Mother <input type="checkbox"/> Father																					
				PAN no.		Date of Birth															
<b>2. Post held at the time of retirement: -</b>																					
(a) Name of the office				(b) Post held																	
(c) Level of pay in the pay matrix				(d) Basic pay																	
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms																					
(f) Level of pay /basic pay in the pay matrix of the post in the parent department																					
Whether declared substantive in any post under the Central Government																					
<b>3. Date of beginning of service</b>				D	D	M	m	y	Y	y	Y	<b>4. Date of ending of service</b>		d	d	m	m	y	y	y	Y
<b>5. Cause of ending of service (please tick one)</b>																					
(a) Superannuation				(b) Voluntary retirement on being declared surplus (rule 29)																	
(c) Voluntary/premature retirement at the initiative of the railway servant [under rules 12 of Railway Services (Implementation of NPS) Rules, 2025 and chapter 18 of the Indian Railway Establishment Code Vol II]																					
(d) Premature retirement at the initiative of the Government [chapter 18 of the IREC Vol II]																					
(e) Permanent absorption in public sector undertaking/Autonomous Body (rule 32)																					
(f) Invalidment on medical ground (Rule 16 of RS(Implementation of NPS) Rules, 2025)										(g) Due to abolition of post (rule 29)											
(h) Compulsory retirement (rule 30)						(i) Removal/dismissal from service (rules 31)															
<b>5.A.</b> In the case of compulsory retirement, the orders of the competent authority whether gratuity may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see rule 30)																					
<b>5.B.</b> In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of gratuity and if so, at what rate (Please see rule 31)																					

<b>6. Service in Autonomous body/State Government, if any :-</b>																										
(a) Details of service :		Name of organisation										Post held														
Period of service		From	D	d	m	m	y	y	Y	y	To	Period	d	d	m	m	y	y	y	y						
(b) Whether the above service is to be counted for gratuity in the Government																										
(c) Whether the Autonomous Organisation has discharged its gratuity liability to the Central Government																										
7. Whether any departmental or judicial proceedings in terms of rule 5 are pending against the retiring employee. (If yes, gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)																										
<b>8. Details of Service</b>																										
(a) Period of service		From									To									Total duration of service						
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 36]																										
(c) Period not counting as qualifying service :-																										
(i) Extraordinary leave not counting as qualifying service																										
(ii) Periods of suspension not treated as qualifying service (rule 14)																										
(iii) Interruptions in service [rule 18 and rule 19 ]																										
(iv) Periods of foreign service with United Nation Bodies for which no contribution for gratuity was received (rule 20)																										
(v) Any other period not treated as qualifying service (give details)																										
(d) Additions to qualifying service :-																										
(i) Benefit of service in an Autonomous Body																										
(e) Net qualifying service(a – b – c + d)																										
(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22))																										
<b>9. Emoluments :-</b>																										
(a) Emoluments in terms of rule 6																										
(b) Emoluments drawn during ten months preceding retirement-		From	D	D	m	m	y	Y	y	Y	To	Period	d	d	m	m	y	y	y	y						
Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have Drawn under railways but for being on foreign service may be mentioned in items (a) and (b) above (sub-rule 7 of rule 6)																										
(c) Average emoluments (rule 7)																										
(d) Emoluments reckoned for retirement gratuity/death gratuity (rule 22)																										
<b>10. Amount of retirement gratuity/death gratuity (rule 22)</b>																										
<b>11. Details of gratuity on finalisation of Department /judicial proceedings</b>																										
(a) Percentage of gratuity to be withheld																										
(b) Amount of gratuity after deduction of amount withheld																										
<b>12. Details of Government dues recoverable out of gratuity</b>																										
(a) Licence fee for Government or Railway accommodation [rule 45 and rule 46]																										
(b) Dues referred to in rule 47																										
(c) Amount indicated by Directorate of Estates or the office concerned to be withheld under rule 46																										

Post-retirement address of the retiree			
e-mail ID, if any		Mobile number, if any	

**FORM 6 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES**

1. Whether retiring employee is an allottee of Government or Railway accommodation.								
2. The date on which action initiated to obtain the "No demand certificate" from the Directorate of Estates as provided in rule 22 of Railway Services (Implementation of NPS) Rules, 2025.								
3. Date of receipt of 'No Demand Certificate' from Directorate of Estates or the office concerned.								
4. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates or the office concerned.								
5. If retiring employee is not an allottee of Government accommodation, date on which 'No Demand Certificate' issued by the office.	d	d	m	m	y	y	y	y
6. Date on which action initiated to assess the service and emoluments qualifying for gratuity as provided in rule 36.	d	d	m	m	y	y	y	y
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 47 (1).	D	d	m	m	y	y	y	y
8. Date on which the retiring railway servant was furnished with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity.	D	d	m	m	y	y	y	y
9. Whether any objection received from the employee on the above certificate								
10. Whether nominations made in Form 2 for								
(i) Death gratuity/retirement gratuity								
11. Whether details of family in Form 2 of Railway Services ( Implementation of NPS) Rules, 2025 attached	Yes <input type="checkbox"/> No <input type="checkbox"/>							
12. Whether statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for gratuity).								
13. Whether the orders of the competent authority regarding grant of gratuity in the cases of compulsory retirement/dismissal/removal placed on record.								
14. Whether order for withholding gratuity on finalisation of departmental/judicial proceedings attached, if applicable on finalisation of proceedings.								
15. Whether a statement indicating the reasons for delay (in case the papers for payment of gratuity are not forwarded before four months of the retirement of railway servant) attached.								
16. Whether brief statement leading to reinstatement of the railway servant attached (In case the railway servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service).								

**PART-II****[Account Enforcement (by Accounts Officer)]**

Date of receipt of papers for payment of gratuity by the Accounts Officer from Head of Office	d	d	m	m	y	y	y	y
<b>Entitlements admitted -</b>								
A. Length of qualifying service								
<b>B. Retirement/Death Gratuity -</b>								
(i) Total amount of gratuity								
(ii) Percentage of gratuity to be withheld under rule 5								
(iii) Amount of gratuity after deduction of amount withheld								
(iv) Amount to be adjusted towards arrears of licence fee for Government accommodation including railway accommodation and licence fee for retention of Govt. accommodation beyond retirement (rule 46)								

and licence fee for retention of Government accommodation beyond retirement (rule 46)		
(v) Amount intimated by Directorate of Estates or the office concerned for being withheld on account of unassessed licence fee (rule 46)		
(vi) Amount to be withheld on non-vacation of railway accommodation (rule 46(9))		
(vii) Amount to be adjusted towards Government dues other than those pertaining to Government or railway accommodation (rule 47)		
(viii) Net amount to be released immediately		
C. Head of account to which the amount of retirement/death gratuity is to be debited		
D. Whether any order affecting gratuity issued under rule 5.		Yes      No
If so, details thereof		

Signature of Accounts Officer

**GRATUITY CALCULATION SHEET**

1. Name				2. Designation			
3. Date of birth		4. Level of pay in the pay matrix				5. Basic pay	
6 Date of entry in the Railway service	d D M M Y y y Y	7. Date of retirement		d d m m y y y Y			
8. Length of qualifying service reckoned for gratuity							
9. Emoluments drawn during the last ten months							
10. Emoluments or average emoluments, whichever is more beneficial for gratuity							
11. Emoluments for gratuity							
12. Retirement gratuity admissible: calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)							

Signature of the Head of Office

Countersigned by PAO

Copy to:- Shri/Smt.Kumari .....retired/retiring railway servant

## FORM 7

## Letter to the Accounts Officer forwarding the papers for payment of gratuity of a railway servant

[See rules 38, 40 and 51]

No. ....

Government of India

Ministry of .....

Department/Office .....

To,

Date											
------	--	--	--	--	--	--	--	--	--	--	--

The Pay and Accounts Officer,


**Subject: Authorisation of gratuity in respect of Shri/Smt./Km.**


Sir/Madam,

I am directed to forward herewith the papers for payment of gratuity in respect of Shri/Smt./Km. of this Ministry/ Department/Office  for further necessary action.

2. The details of Government dues which will remain outstanding on the date of death/retirement of the railway servant and which need to be recovered/withheld are indicated in item no. (12) of Form 6 / item no. (9) of Form-10.
3. The receipt of this letter may be acknowledged.
4. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

**Enclosures:**

1. Form 6 or Form 10 duly completed, along with enclosures and checklists.
2. Service Book (date of death/ retirement to be indicated in the service book).

**Note:** When initials or name of the railway servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

**FORM 8****Letter to the nominee/ member of family of a deceased railway servant for grant of death gratuity****[See rule 48 ]**

No. ....

Government of India

Ministry of .....

Department/Office .....

Dated	D	D	M	M	Y	Y	Y	Y
-------	---	---	---	---	---	---	---	---

To

**Subject: - Payment of death gratuity in respect of late Shri/Smt./Kumari**

Sir/Madam,

I am directed to state that in terms of the nomination made by late Shri/Smt.

 (Name and Designation) in the Office/Department/Ministry of  ,  
a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

**OR**

No valid nomination for grant of gratuity exists in this Office in terms of rule 22 and rule 24 of the Railway Services (Payment of Gratuity under National Pension System) Rules, 2025, a death gratuity is payable to the following members of the family of late Shri/Smt.

(Name and Designation), in the Office/Department/Ministry of   
in equal shares: -

- (i) Wife/husband including judicially separated wife/husband
- (ii) Sons
- (iii) Unmarried daughter including step children and adopted children.
- (iv) widowed daughters

**OR**

(In the absence of above surviving members)

- (i) Father and / or Mother, including adoptive parents in case of individuals whose personal law permits adoption;
- (ii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iii) Married daughters; and
- (iv) Children of a pre-deceased son.



2. In case your enclosed nomination is valid or you are entitled to receive part or whole amount of gratuity in terms of rule 22 and rule 24, it is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 9.

Yours faithfully,



Signature of Head of the Office

### FORM 9

#### Application for the Grant of Death Gratuity

[See rule 48 ]

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

#### 1. Details of deceased railway servant:

Name and designation		Date of death	DD/MM/YYYY
Office/Department/Ministry in which the deceased served last			

#### 2. Details of claimant(s):

Sl. No. (1)	Name (2)	Date of birth (DD/MM/YYYY) (3)	Share (4)	Relationship with the deceased railway servant (5)	Postal address (6)
1.					
2.					
3.					

#### 3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:

Name (1)	Date of birth (DD/MM/YYYY) (2)	Share (3)	Relationship with the minor/mentally disabled (4)	Relationship with the deceased railway servant (5)	Postal address (6)

#### 4. Details of bank:

Bank's Name		A/c No.		IFS Code	
-------------	--	---------	--	----------	--

Place:



Date:



Mobile No.



Signature of the Claimant/Guardian



#### Enclosure:

1. Death certificate.
2. Guardianship Certificate/ Indemnity Bond and date of birth certificate in case the claimant is a minor.
3. Guardianship Certificate/ nomination and Medical Certificate in case the claimant is mentally disabled.

## FORM 10

**Assessment and Authorisation of Payment of Death Gratuity when a  
railway servant dies while in Service**

[See rules 49, 51 and 53]

**Part I**

Section I

**1. Details of deceased:**

(a) Name															
(b) Mother's /Father's name							(c) Date of birth	D	D	M	M	Y	Y	Y	Y
(d) Date of death	D	D	M	M	Y	Y	Y	Y	(e) Religion						

**2. Post held at the time of death:**

(a) Name of the office													
(b) Post held substantively							(c) Officiating post						
(d) Level of pay in the pay matrix							(e) Basic Pay						
(f) In case the last post was held outside the Government on foreign service terms-													
(i) Level of pay of the post held in the parent department								(ii) Basic pay					
<b>3. Date of beginning of service</b>		DD-MM-Y				<b>4. Date of ending of service</b>		DD-MM-Y					

**5. Service in Autonomous Body/State Government, if any, particulars of service:**

(a) Name of organisation	(b) Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Railways				<input type="radio"/> Yes <input type="radio"/> No
(e) Whether the Autonomous Organisation has discharged its gratuity liability to the Government				<input type="radio"/> Yes <input type="radio"/> No
(f) Amount of any gratuity received for the previous civil service, if any				(g) Nature of any pension received for the previous civil service, if any

**6. Service qualifying for death gratuity:**

(a) Details of omission, imperfection or deficiencies in the service book which have been ignored [under rule 36 (1) ]			
<b>(b) Periods of non-qualifying service:</b>	From	To	No. of Days
Interruption in service condoned under rules 18 and 19			
Extraordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Periods of foreign service with United Nations bodies for which no contribution for gratuity received to the Government (rule 20)			
Any other service not treated as qualifying service			
Total period of non-qualifying service			
<b>(c) Additions to qualifying service:</b>	From	To	No. of Days
Benefit of service in an Autonomous Body			

(d) Net qualifying service			
(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (rule 22))			
7. Emoluments reckoned for death gratuity		8. Amount of death gratuity	
<b>9. Details of Government dues recoverable out of death gratuity:</b>			
(a) Licence fee for occupation of Government or railway accommodation [ See rule 54]			
(b) Amount to be withheld as indicated by the Directorate of Estates or the office concerned [See rule 54 (1) ].			
(c) Dues referred to in rule 54 (2)			
(d) Net amount payable as death gratuity			

**10. Details of the nominee(s) to whom death gratuity is payable:**

S.No. (1)	Name (2)	Date of birth (DD/MM/YY YY) (3)	Share in death gratuity (4)	Relationship with deceased railway servant (5)	Address (6)
1.					
2.					
3.					

**11. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children**

S.No. (1)	Name of minor/ mentally disabled child (2)	Name of guardian (3)	Relationship with deceased railway servant (4)	Address of guardian (5)
1.				
2.				
3.				

**12. Head of Account to which death gratuity is debitable.**

Place:	
Date:	

(Signature of Head of Office)

**Section II****Details of provisional gratuity drawn and disbursed by the**

**Head of Office in accordance with rule 50 of Railway Services (Payment of Gratuity under National Pension System) Rules, 2025.**

Death gratuity	Rs.....
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Place: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Date: <input style="width: 150px; height: 20px;" type="text" value="DD-MM-YYYY"/></p> </div> <div style="width: 45%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p>(Signature of Head of Office)</p> </div> </div>	

**PART II****Account Enfacement****Section I**

Total period of qualifying service accepted for Death gratuity	
Net amount of death gratuity after adjusting Government dues	
Head of account to which death gratuity is debitable	

**Section II**

<b>Details of deceased railway servant</b>									
Name		Date of death	D	D	M	M	Y	Y	Y
Amount of gratuity authorised		Amount recoverable from gratuity							
Amount of gratuity withheld pending receipt of 'No Demand Certificate'									
Amount of provisional gratuity paid, if any									
Net amount of gratuity after deducting recoveries, withheld gratuity and provisional gratuity, if any									
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Place: <input style="width: 150px; height: 20px;" type="text"/></p> <p>Date: <input style="width: 150px; height: 20px;" type="text" value="DD-MM-YYYY"/></p> </div> <div style="width: 45%; text-align: center;"> <p>(Signature of Account Officer)</p> </div> </div>									

## PROFORMA- A

## INDEMNITY BOND

[ For claim of gratuity when nominee is minor]

[See rule 24]

**KNOW ALL MEN** by these presents that we (a) .....  
 (b) ..... the widow/son/brother, etc., of (c) .....  
 ..... deceased, resident of .....  
 (hereinafter called “the Obligor”) and (d) ..... ,  
 son/wife/daughter of ..... resident of .....  
 ..... and ..... son/wife/daughter of .....  
 ..... resident of .....  
 ..... the sureties for and on behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India (hereinafter called “the Government”) on the sum of Rs. .... (Rupees ..... only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this ..... day of ..... two thousand and .....

**WHEREAS** (c) ..... was at the time of his death in the employment of the Government.  
**AND WHEREAS** the said (c) ..... died on the ..... day of ..... 20 ..... and there was due to him at the time of his death the sum of Rs. .... (Rupees ..... only) for and towards share of his minor son/daughter in the death/retirement gratuity;

**AND WHEREAS** the Obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) ..... but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s);

**AND WHEREAS** the Obligor has satisfied the (e) ..... that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs. ....;

**AND WHEREAS** the Government has no objection to the payment of the said sum to the Obligor but under Government rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) ..... before the said sum can be paid to the Obligor;

**AND WHEREAS** the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained;

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of Rs. .... refund to the Government the said sum of Rs. ....

..... and shall otherwise indemnify and keep the Government harmless and all costs incurred in consequence of the claim thereto, THEN the above written bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. ....
2. ....

Signed by the above named 'Surety' / 'Sureties'

1. ....
2. ....

Accepted for and on behalf of the President of India by .....  
 .....  
 .....

[Name and designation of the Officer directed or authorised, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of .....  
 .....  
 .....

(Name and designation of witness)

NOTE I.

- (a) Full name of the claimant referred to as the 'Obligor'.
- (b) State relationship of the Obligor to the deceased.
- (c) Name of the deceased railway servant.
- (d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.
- (e) Designation of the officer responsible for payment.

NOTE II. The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

#### PROFORMA -B

#### INDEMNITY BOND

[In the case of missing railway  
 servant][See rule 33]

**KNOW ALL MEN** by these presents that we (a).....(b).....,  
 the wife/son /brother/nominee, etc., of (c)..... who was holding the post of  
 .....in the Ministry/Department /Office of .....  
 is reported to have been missing since .....(hereinafter referred to as 'missing railway  
 servant') resident of..... (hereinafter called "the Obligor") and (d)  
 .....son/wife/daughter of Shri .....  
 resident of .....and ..... son/wife/daughter of  
 ..... resident of.....the sureties for and on  
 behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter  
 called "the Government") in the sum of Rs. .... (Rupees.....) equivalent of  
 the amount on account of payment of salary, leave encashment, Retirement/Death Gratuity and each and every sum  
 being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together  
 with simple interest @ ..... % per annum from the date of payment thereof until repayment for which  
 payment we  
 bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these  
 presents.

Signed this .....day of .....two thousand and .....

**WHEREAS** (c)..... was at the time of his disappearance in the employment  
 of the Government receiving a pay at the rate of Rs. .... (Rupees.....  
 .....) only per month from the Government;

**AND WHEREAS** the said (c) ..... disappeared on the ..... day of .....20 ....and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment, (iii ) Retirement/Death Gratuity;

**AND WHEREAS** the Obligor is entitled to family pension at Rs. .... (Rupees..... only) plus admissible dearness relief thereon;

**AND WHEREAS** the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship;

**AND WHEREAS** the Government has agreed to make payment of the said sum of Rs.....(Rupees.....) and monthly family pension @ Rs.....(Rupees.....) only and relief thereon to the obligor upon the obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing railway servant;

**AND WHEREAS** the Obligor and at his/her request the Surety / Sureties have agreed to execute the Bond in terms and manner herein contained.

**NOW THE CONDITION OF THIS BOND** is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/ Sureties shall in the event of a claim being made , by any other person or the missing employee on appearance, against the Government with respect to the aforesaid sum of Rs.....(Rupees ..... )and the sum paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs.....(Rupees.....) and each and every sum paid by Government as monthly pension and relief together with simple interest @.....% per annum and shall, otherwise, indemnify keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

**AND THESE PRESENTS ALSO WITNESS** that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

**IN WITNESS WHEREOF** the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1. ....

2. ....

Signed by the above named 'Surety' / 'Sureties'

1. ....

2. ....

Accepted for and on behalf of the President of India by .....  
.....



[Name and designation of the Officer directed or authorised, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of .....

.....

..... (Name and designation of witness)

NOTE I. (a) Full name of the claimant referred to as the 'Obligor'. (b) State relationship of the 'Obligor' to the 'missing railway servant'. (c) Name of the 'missing railway servant'. (d) Full name or names of the Sureties with name or names of the father (s)/husband(s) and place of residence.

NOTE II. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III. The rate of simple interest will be as prescribed by the Government from time to time on Public Provident Fund rates.

#### **Explanatory Memorandum:**

The Railway Services (Payment of Gratuity under National Pension System) Rules, 2025 have been framed for the benefit of the railway servants covered under National Pension System and given retrospective effect from the 1<sup>st</sup> January, 2004, as the benefit of gratuity is available from the 1<sup>st</sup> January, 2004 to all employees, who have joined railway service on or after the 1<sup>st</sup> January, 2004. It is certified that the interest of no one shall be adversely affected by giving retrospective effect to these rules.

[F. No. D-43/23/2021-F(E)III]

ABHEEJIT KUMAR SINHA, Executive Director, Finance (Establishment)