

SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
काम_कशाखा/Personnel Branch,
सेलम /Salem – 636005.
दनांक/Date: 02.09.2021.

सं/No.SA/P.579/Settlement/NR/Sep/2021

**All Concerned Supervisory Officials,
Salem Division.**

वषय/ Sub :- Arrangement of Settlement dues to Staff retiring on
Superannuation in Sep-2021 – Reg.

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The under mentioned employees are due for retirement on Superannuation on 30.09.2021

SL. NO	DEPT	BILL UNIT	EMPNO	EMPNAME	DESIG	STN
1	156II110217	0606095	J.P.C.RAJA	OPERATING	POINTSMAN-A	MTNL
2	15605462502	0606113	SUBRAMANIAN.C.M.	COMMERCIAL	PORTER(COML)	ED
3	15602502951	0606186	PRAGASI.S.	OPERATING	PORTER(COML)	ONR
4	15604331280	0606255	KAMALAKANNAN.G.	ENGINEERING	TRACK MNTR-III	TPT
5	15604184191	0606260	N.RANGAN	ENGINEERING	TRACK MNTR-I	VGE
6	15661101345	0606431	N.EASWARAN	ELECTRICAL	TECH-II(ELECT)	CBE
7	15600420220	0606453	NATARAJAN.D	ELECTRICAL	Sr.TECH.(TRS)	ED

The Railway dues in regard to Commercial debits in favour of the employees who are retiring on 30.09.2021 may be sent to this office through Branch Officer within a period of Six months from the date of retirement of the employees, so as to take further action to release the withheld Commercial Debit.

The Supervisory Officials are advised to forward the Muster Particulars for the period from 16.09.2021 to 30.09.2021 of the employees working under your control to this office on or before 07.10.2021 for claiming last month salary. If no such leave is availed, a **NIL** Statement should be forwarded to bill section.

The Branch Officers concerned are requested to issue **NO DUES Certificates** in respect of Supervisory officials who are due for Superannuation well in advance to process their settlement dues.

As per the Railway Board Instructions vide Ir no.2020/RB(W)/5/7 dt.21.07.2020, as one of the preventive measure taken with a view to contain the spread of **Coronavirus (COVID-19)**, it is proposed to conduct the retirement function through Video Conferencing on 30.09.2021 at 17.00hrs.

The employees those who are retiring on 30.09.2021 may be advised to participate in the Retirement formalities through video conferencing to the extent possible at their respective HQRS duly following all the instructions issued by Railway Board viz wearing mask, keeping social / physical distancing, etc. The supervisory official is also advised to be present on the day viz 30.09.2021 to

ensure smooth conducting of the function. Necessary link will be shared through SMS to all the retirees.

All concerned supervisory are advised that the retiring employees should not be directed to Divisional office on 30.09.2021 and **also ensure the termination of service of staff those who are due for retirement on superannuation on 30.09.2021 without fail.** The Settlement benefits for those who are submitted Pension Papers will be credited directly to their bank account through ECS. The date of distribution of PPO, MIC, etc., will be advice separately.

Signed by Velumani. N

Date: 02-09-2021 18:33:13

Reason: Approved

(N.VELUMANI)

Asst. Personnel Officer/M&E

for Divisional Personnel Officer

Salem

Copy to: PS to DRM for kind information of DRM

PS to ADRM for kind information of ADRM

All Branch officers/SA Division for kind information and necessary action please. Section CS&WIs/S&WIs/SA advised to circulate to concerned supervisory officials. All Ch.OS/PB/SA – Advised to handover the updated SR, LC, LPC duly certified by the Associate Accounts to the Settlement section on or before 10.09.2021 along with DAR/Vigilance/SPE/RP(UP) Act case clearance and Court case details. DSs/SRMU, AISCST REA, AIOBC REA, AIRPF/SA for information.