



PBC No:11 / 2024

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 / Vol.XI

दिनांक/Dated: 23.01.2024

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:Dispensing with the manually filled Pension Application
Forms and Annexures.**

**Ref :Railway Board's letter No. PC-VII/2021/HRMS/18 dated
15.07.2021 issued as PBC No. 121/2021.**

A copy of Deputy Chief Accounts Officer/G/MAS's letter No.P500/HQ/PEN
dated 18.07.2024 on the above subject is enclosed for information and guidance.

संलग्नक/Encl.01 page

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/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

Southern Railway

O/O PFA/MAS

Chennai-600003

Dated: 18-Jul-2023

P.500/HQ/PEN

All Accounting Units of Southern Railway

Sub: Dispensing with the manually filled Pension Application forms and Annexures

It is understood that the retiring employees are being asked to fill the pension application forms and annexures manually despite the same forms are being already filled in HRMS by them citing the same is being insisted by the Accounts Pension section. This practice may create a situation where the details as in forms filled in HRMS will be in variance with the manually filled in form and invite issues at a later date.

To avoid this, it is advised that the practice of the manual filling of forms to be dispensed with immediately and the forms that are available in HRMS to be downloaded, printed out and signed by the retiring employee instead of the manual forms being filled and signed now.



(MOHAMMED FAISAL)

DYCAO/G/MAS

Copy to: PCPO for kind information.