

The following documents are required for processing the settlement cases of the employees who are retiring on superannuation :-

- 1) Name of Retiree (including spelling) should be same in all Bank Accounts, Forms, ID Proof, Service Sheet.
- 2) Pension account (joint account with spouse, in case married) of any nationalized bank (copy of the first page of passbook / cancelled cheque – 2 copies), vide RBA No. 28/2015 (SER Estt.Srl.No.- 78/2015).
- 3) Savings account for payment of settlement dues, other than pension (photocopy of first page of passbook / cancelled cheque - 3 copies, (Pension Account and Savings Account may be similar).
- 4) Photocopy of Aadhar card, if available (self & family members) - 2 copies each. In case Aadhar card not available, proof of DOB (Passport / Driving license / Voter card / Medical card / Education qualification certificate).
- 5) Photocopy of Pan card (self & family members) - 2 copies.
- 6) Joint photo with spouse, size- 6cm./4cm. (self signature on reverse side, duly attested in front side by any Gazetted Officer) - 4 copies. In case of bachelor / spinster / widow / widower, provide similar single photos.
- 7) Single photo of retiree (passport size), with self signature on reverse side - 2 copies.

NB: Settlement Forms duly filled in and signed / countersigned where required to be submitted in triplicate by 1st week of the retiring month. The same is available for download in SER's Railnet (10.41.2.100) > Personnel Department.