



दक्षिण रेलवे/SOUTHERN RAILWAY

P(R)182/P/Vol.VII

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:04-04-2017

पी बी सी सं/ PBC No: 42 / 2017

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc..

(As per mailing list -'A')

विषय/Sub: System Improvement in procedure for claiming of salary.

Ref :1. Joint Procedure Order No. P(R)182/P/Vol.V dated
10-02- 2010. (Copy enclosed)

2.This office letter No. P(R)182/P/Vol.VII dated
02-02-2017.(Copy enclosed)

Madras Division has introduced certain system improvements in submission of Bills after IPAS Process. Certain verifications has to be certified by the concerned bill drawing staff and concerned depot supervisor while submitting the bill. Chief Personnel Officer desires that this should be adopted in all the Divisions, copy of the certifications to be made are enclosed.

Strict compliance of the above system improvements is to be ensured without fail.

(V. Srinivasan)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

संलग्न/Encl: as above

संकेलिषि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR

VERIFIED WITH MUSTER ROLL & CERTIFIED THAT PAY IS CLAIMED ONLY FOR EMPLOYEES ON ROLL. PAYMENTS MADE VIDE THIS BILL ARE NOT DRAWN BEFORE.

1. TOTAL NO. OF EMPLOYEES ON ROLL
2. TOTAL NO. OF EMPLOYEES FOR WHOM FULL PAY CLAIMED
3. TOTAL NO. OF EMPLOYEES FOR WHOM LESS PAY CLAIMED
4. TOTAL NO. OF EMPLOYEES FOR WHOM PAY NOT CLAIMED

Name & Signature of Bill Clerk

Signature of Supervisor

NUMBER OF EMPLOYEES FOR WHOM BANK ACCOUNT NUMBERS CHANGED.....					
S.No	Name & Designation	PF No.	Earlier Bank Account No. & IFSC Code	Revised Bank Account No. & IFSC Code	Date of Revision
					Name & Signature of Bill Clerk
					Name & Signature of SSE/Ch.OS(Bills)
					Signature of I/C – Computer Cell

<p>NO CHANGE OF BANK ACCOUNT OF EMPLOYEES INVOLVED IN THE BILL</p> <p>Name & Signature of Bill Clerk</p> <p>Signature of SSE/Ch.OS(Bills)</p> <p>Signature of I/C – Computer Cell</p>
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<p>Verified & checked the bills with Actual Muster on Roll / Absentee statement and no error is found.</p> <p>Name & Signature of Ch.OS/Bills</p>



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No.P(R)182/P/Vol.VII

प्रधानकार्यालय/ Headquarters Office

कार्मिक शाखा/ Personnel Branch

चेन्नई/Chennai - 600 003

दि./ Dated: 02-02-2017

All PB Officers / Headquarters / Divisions /
Workshops / Units

Sub: System Improvement in procedure for claiming of salary.

Ref : Joint Procedure Order No. P(R)182/P/Vol.V dated 10-02-2010

In the light of a recent incident of serious irregularities in claiming of salary, the following System Improvements are circulated for strict compliance:-

1. The authorised bill clerk entrusted with the user ID & Password to claim salary for employees in a Bill Unit under IPAS, should in no case share / divulge the same to any other official / person. The bill clerk is solely responsible for all the changes / entries made in IPAS module.
2. In PWI / IOW / BRI and other field offices, the assistance of Track Maintainers etc. should not be taken for preparation of pay bills and they should not be allowed any access to pay bill process. Only the designated PB Clerk is responsible for claiming salary for all employees in the bill unit.

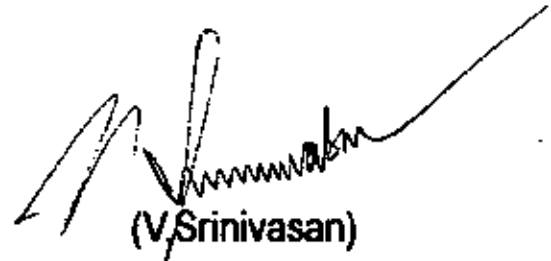
All salary claims and muster roll / absentee statement should be duly certified by the concerned Supervisory official.

3. The officer signing the salary bills should scrupulously ensure the following :-

(a) The instructions issued vide JPO dated 10-02-2010 regarding the procedure for change of bank account for drawal of employee's salary should be invariably followed. The Bill claiming officer should ensure that in all cases the request for bank account change is backed by all relevant documents and undertakings and a close watch should be kept on any frequent changes in this regard. A Bill Unit-wise statement showing all bank account changes should be put up to the concerned officer before confirming in IPAS through the System Administrator.

- (b) It should be ensured that other than new entry and transfer cases, all termination cases are also verified by the Bill Drawing Officer for deletion in IPAS database before issue of termination orders or concurrently.
- (c) For all long absent cases where no salary has been claimed for three months continuously, salary should be claimed on resumption of the employee only with the approval of the bill drawing officer who will ensure that muster entries are also cross checked.
- (d) All crucial accompaniments to the salary bill such as scale check, absentee statement, MOD, allocation statements should be scrutinised by the bill drawing officer and it should be ensured that no salary is irregularly claimed for terminated / absent / punishment etc., cases.

Muster/Leave /Punishments etc., all details affecting claiming of salary should be closely monitored by the bill clerk, Supervisory official and the bill drawing officer for timely and accurate implementation in IPAS.



(V. Srinivasan)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
for Chief Personnel Officer



SOUTHERN RAILWAY

No.P(R) 182/P/Vol.V

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Dated: 19/02/2010.

JOINT PROCEDURE ORDER

Sub: Change of Bank Account for Drawal of Salary.

**Ref: 1.This Office letter No.P(R) 182/P/Vol.II dated 20.11.2001
(PBC No. 189/2001).
2.This Office letter No.P(R) 182/P/Vol.IV dated 05.11.2004
(PBC No. 217/2004).**

Instructions were issued vide reference (1) above that employees should obtain clearance certificate from the Bank if they want to change the Bank Account from one bank to another bank. Subsequently, the system of obtaining 'NOC' from Bank where salary drawn was dispensed with vide letter dated 05.11.04 cited above.

2. Consequent to the dispensation of NOC, number of complaints are being received from various Banks. Further, there are large number of court attachment cases being filed before various courts due to non-payment of loan. In this connection, CVO/MAS has advised to adopt some workable mechanism to prevent such complaints from the Banks so as to upkeep the morale and image of the Railways.

3. In order to regulate the system of shifting of account from one bank to another bank by Railway employees effectively for the purpose of crediting their salary, the following instructions are issued for strict adherence:

- (a) The employees who desire to change their account from one bank to another bank for crediting salary should submit their request in the PROFORMA enclosed in the JPO in duplicate of which one may be forwarded to the concerned bill drawing officials and another to the concerned bank. The proforma should be complete in all respects.
- (b) They should submit the proforma one month in advance to the bill drawing officers through proper channel. For change of Bank appropriate orders will be issued in the succeeding month of submission of the request.

[Contd.....2]

- (c) If there is any insufficient / incomplete particulars in the proforma, the request for char. of bank should not be permitted. The employees should indicate the particulars specifically and clearly without any ambiguity. They should avoid answering any items a. SI.No.1 to 5 in the proforma as "blank" or putting as "dash (-)". Suppression of information will lead to initiation of disciplinary action against the employees.
- (d) In the event the Bank advises the Railway Administration at a subsequent date about the default by the Railway employee in repayment of loan or if the Railway employee has not declared at the time of shifting of account about the facts of earlier loan availed, "the employee is liable to be taken up under D & A Rules for violation of Conduct Rules".
- (e) Any expenditure incurred by the Railway administration for contesting the cases relating to default of payment of loans availed from the Banks, will be deducted from the employee's salary after due procedure of issuing show cause notice.
- (f) The instructions already issued by Railway Board vide their letter No.2006/AC-II/17/1 dated 14.03.2006, this office PBC Nos.1/2004 and PBC No.49/2006 may be strictly adhered to. *(Copies enclosed)*

This has the approval of CPO and FA & CAO.

Encl. 3 sheets


(V.PITCHAIRAJU)
CPO/Admn.


(SUJATHA JAYARAJ)
FA & CAO/GI

Copy forwarded to :

All Concerned
(As per mailing list "A")

Copy to: GS/SRMU
GS/DREU,
GS/ AISCSTA ,
GS/AIOBCREA.

**PROFORMA TO BE SUBMITTED BY EMPLOYEES FOR CHANGE OF
BANK ACCOUNT FROM ONE BANK TO ANOTHER BANK FOR
DRAWAL OF SALARY.**

- 1.(a) Name of the Employee :
- (b) Designation :
- (c) PF No. :
- (d) Bill Unit No. :
- (e) Section/Unit/
Office/Division/Workshop :
- 2.(a) Name of the Bank from which salary
being drawn presently :
- (b) Address of the Bank :
- (c) Bank Account No. :
- 3.(a) Name of the Bank to which salary
now required to be credited :
- (b) Address of the Bank :
- (c) Bank Account No. :
- 4 Reasons for change of Bank
requested now. :
- 5.(a) Indicate whether any loan has been
availed from the existing bank from :
which salary now being drawn.
- (b) If Yes, indicate the details of :
- (i) Total amount of loan availed. :
- (ii) Amount repaid till date :
- (iii) Outstanding Loan Amount
still to be repaid, including :
interest

- 6 Whether permission has been obtained under Conduct Rules for the loan availed and if so, enclose a copy of the letter therefor.

DECLARATION

I.....declare that the balance amount Rs.....outstanding to.....
(Name of the Bank) will be repaid by me as per the agreement signed by me with the Bank and Railway administration is in no way responsible for the same.

I also declare that the above particulars furnished by me are true, complete and correct to the best of my knowledge. I will abide by all the terms and conditions laid down in the JPO No.P (R) 182/P/Vol.V dated 10.02.2010 I further declare that if any details furnished above is found to be incorrect at a later date, or in case of default to repay the loan amount to the Bank, I am liable to be taken up under D & A Rules.

Station:

Name:

Date:

Designation:

CERTIFICATION FROM BANK

Details at Column No. 5 are certified.

Place:

Signature of Manager / Accountant

Date:

Name of Bank:

Branch Name:

Forwarded tofor necessary and further process.

Station:

Signature of the
Supervisor:

Date:

Designation:

Office Seal:

Seal: