

## SOUTHERN RAILWAY

No.T/P.441/Co-or/2025

Divisional Office ,  
Personnel Branch,  
Tiruchchirappalli.  
Dated :05.08.2025


### All Branch Officers /TPJ

Sub:- Preparation of Salary Bills -reg.

As part of the continued efforts to streamline the salary-bill process and to support timely submission to Associate Accounts, Branch Officer's cooperation is solicited in reminding Depot Supervisors to submit the monthly bill-related data as per the schedule below:

Particulars	Target Submission Date (every month)
Night Duty Allowance (NDA) & National Holiday Allowance (NHA) statements	5 <sup>th</sup>
Leave Encashment (for inclusion in current month's salary bill) Re-imbursement claims.	5 <sup>th</sup>
TA Journals (After obtaining Signature of Branch Officers)	10 <sup>th</sup>
Leave Returns / Leave Statements	18 <sup>th</sup>
Changes Statement (transfers in/out, retirements, resignations, etc.)	18 <sup>th</sup>

Branch Officer's are requested to **advise all Depot Supervisors under their jurisdiction** to submit the above information strictly by the indicated dates, so that the salary bills can be prepared and forwarded to Associate Accounts without delay. Any claim submitted after the deadline will be included in the salary bill for the following month.

 Sr. Divisional Personnel Officer,  
Tiruchchirappalli.  
5.8.25

**Copy to :** All Supervisory staff/TPJ Division – for n.a.  
All ChOSs/PB/TPJ for inf.