

## EASTERN RAILWAY

No.E/PC-VII/2016/Policy

Kol,dated,the 4<sup>th</sup> August,2016

### All Concerned

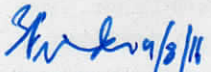
Sub : JPO for Implementation of 7<sup>th</sup> Central Pay Commission recommendation.

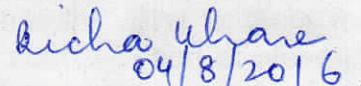
Ref: CPO's Sl. Circular No. 91/2016 (RBE 90/2016), 95/2016(RBE 93/2016), 96/2016(RBE 94/2016) & 97/2016(RBA 51/2016).

In order to facilitate smooth and systematic implementation of 7<sup>th</sup> CPC, following steps are to be carried out and be ensured the compliance of Board's instructions circulated under CPO's Sl. Circulars under reference.

- (i) There will be a window in IPAS to carry out the 7<sup>th</sup> CPC activities, which will be available from **5<sup>th</sup> August 2016**.
- (ii) Concerned Accounts Staff of Establishment dealing section in case of Gazetted establishment and Bill Clerk in P. Branch, in case of non-gazetted staff will generate draft pay fixation statement w.e.f. **05.08.2016**.
- (iii) Confirmation to this effect on IPAS after necessary check and verification to be done by respective Bill Section within **12.08.2016**.
- (iv) "**Undertaking**" alongwith "**form of option**" as per 'Annexure – D' of CPO's Sl. Circular No.95/2016, to be collected from all employees by concerned establishment section within **10.08.2016**. Since, 3 months' time is there for submitting option, if any officer / staff is not willing to submit option at present, he may submit the same in due time but submission of undertaking is a MUST.
- (v) Confirmation to this effect ( option and undertaking ) to be communicated to the Bill preparing section within a day by concerned establishment section in '*Black & White*' within **11.08.2016**.
- (vi) Salary Bills for the month of August 2016 shall be generated without 'Pre-vetting' from IPAS as per 7<sup>th</sup> CPC revised pay after necessary checks and verifications within 15.08.2016.
- (vii) Arrears payable as per 7<sup>th</sup> CPC will be calculated by the system and the same will be included in August 2016 salary, as a separate component.
- (viii) All allowances will be worked out in IPAS on the basis of pay drawn as per 6<sup>th</sup> CPC.

- (ix) The categories which have been upgraded vide Annexure – B of CPO's Sl. Circular No.95/2016 be allotted normal revised pay structure as indicated in Annexure – A of CPO's Sl. Circular No.95/2016, till further decision of Board is received.
- (x) All statutory recoveries viz., Income Tax, etc. and other recoveries viz., PF, NPS, advances recoveries, etc. will be done at source as per the usual practice.
- (xi) All the pay fixation statement as per Annexure-A of CPO's Sl. Circular No.96/2016 (in triplicate) to be generated in IPAS, should be sent to Associate Accounts office for vetting, within a span of two months i.e. within **30.09.2016**.
- (xii) Accounts Department shall check (post audit) this statement within 3 months i.e. **31.10.2016**. If some changes are required then, the same can be returned to the concerned Clerks for rectification.
- (xiii) Accounts Officer and Bill preparing Officer of concerned unit shall make an advance plan for finally completing this work by **31.10.2016**, as per instructions.
- (xiv) Any over payment/ under payment has to be adjusted in subsequent salary bill.
- (xv) Once this process is completed then the system will save the revised pay data for future use, while retaining the pay data as per 6<sup>th</sup> CPC also in a separate table for calculation of allowance till further notification in this regard.

  
C P O (Admn)

  
04/8/2016  
F A & C A O (SG)