

Eastern Railway

No. E.787/O/PEN/Pt.XXVIII.

Kolkata, dated 28.07.2017.

ALL CONCERNED

**Sub:-Joint Procedure Order for Pension /Family Pension Revision
of Pre-2016 pensioners / family pensioners under 7th CPC Award.**

Copy of Joint Procedure Order duly signed by CPO and FA&CAO/E.Rly/Kol. docketed vide DyCAO/G/E.Rly/Kol.'s letter no.P/Pen/Misc./Pt.I dated 06.07.2017 on the above subject is sent herewith for information, guidance and necessary action.

DA: as above.



(S.K.Chattopadhyay)

Sr. Personnel Officer (HQ& PC)

For Chief Personnel Officer

INDEX NO. 1058: Revision of pension/family pension of pre-2016 pensioners/family pensioners is to be made as per guidelines contained in Joint Procedure Order.

Copy of Joint Procedure Order duly signed by CPO & FA&CAO/E.Rly/kol.docketed under DyCAO/G/E.Rly/kol's letter no.P/Pen/Misc./Pt.I dated 06.07.2017 is circulated herewith.

**Sub: - Joint Procedure Order for Pension /Family Pension Revision
of Pre-2016 pensioners / family pensioners under 7th CPC Award.**

Joint Procedure order docketed under DyCAO/G/E.Rly/kol's letter no.P/Pen/Misc./Pt.I dated 06.07.2017 is enclosed.

Contd....2/-

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Eastern Railway
Accounts Department

No.P/Pen/Misc./Pt.I

Date: 06.07.2017

SR.DFM - Howrah, Sealdah, Malda, Asansol

Dy.CAO(W) - KPA, JMP

WAO(IC)/LLH

Sub: Procedure Order for Pension Revision (7th CPC).

A procedure order for pension revision (7th CPC) is enclosed for further necessary action at your end.

DA : As above.

Debaraj 6/7/17
Dy.Chief Accounts Officer (Genl)
Eastern Railway / Kolkata

Copy to: 1) PCE/ER for kind information.
2) CPO/ER for kind information.
3) CSC/ER for kind information .

Debaraj 6/7/17
Dy.Chief Accounts Officer (Genl)
Eastern Railway / Kolkata

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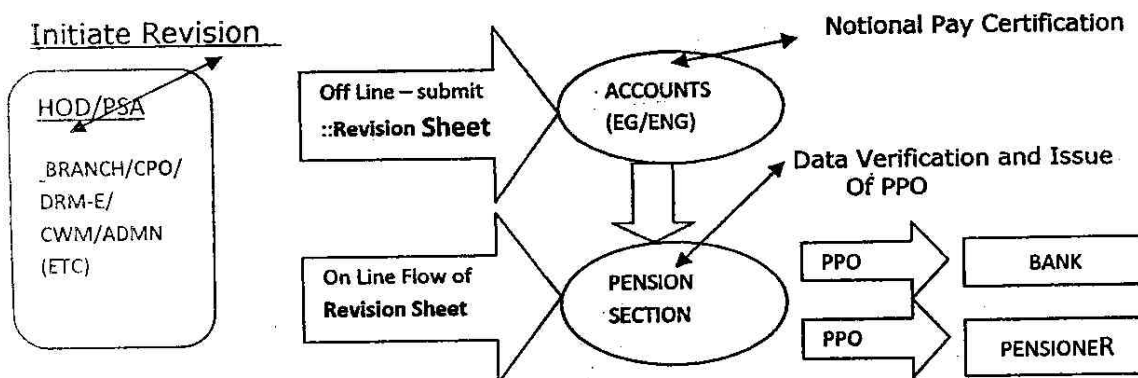
Sub: Procedure Order for Pension Revision (7th CPC).

Duties and responsibilities of various authorities while dealing with revision of pension cases is briefed below:

ARPAN Team :

- i) A suitable programme will be developed and made available in ARPAN to users of both Personnel and Accounts associated with revision work.
- ii) User Names and Passwords to the users will be allotted (on formal request).
- iii) List of pre-2016 Pensioners falling under the purview of revision will be shared with Zonal railways/Pus.
- iv) Pensioners list (zone-wise/Unit-wise) will also be made available (populated) in ARPAN module and will be visible to bonafide users.
- v) Further modifications/customization as per fresh notification, if any, will be handled centrally by team ARPAN under intimation to zonal railways.

WORK-FLOW:



Role of Pension Sanctioning Authority (HOD/GM(E)/DRM(E)/CWM/ADMN etc.)

- i) To initiate cases for revision in ARPAN either suo-moto or on application basis as deemed fit.
- ii) To nominate users for the revision work and to form **special cell** in each unit (HQ/Div./Work-shops) if necessary.
- iii) To obtain and validate USER credentials (user-id and pass-word) from ARPAN in favour of the concerned nominated staff (if already not available).
- iv) To connect Personal Files/Service records/Settlement Files/ relevant, valid documents for processing the cases for revision.
- v) To ensure correctness of date with reference to available documents/information/pensioners application.
- vi) To enter NOTIONAL PAY against the each applicable Pay Commissions with reference to available pay fixation table/formula/concordance table.
- vii) To take print out of Pensioners data sheet and forward (offline) to Accounts (Establishment) for certification of Notional pay and onward transmission to Pension Sanctioning Authority.
- viii) To submit the data (online) in ARPAN Module for further action.

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Role of ACCOUNT (Establishment Gaz/NG/Pay Fixation Cell)

- i) To register the pensioners date-sheet being received from various authorities on daily basis.
- ii) Verify the Last Pay drawn, Last Pay Scale and Notional Pay in each subsequent Pay Commissions with reference to pay fixation table/formulas/concordance table etc. as applicable.
- iii) To forward the certified copy (printout) of pensioners date-sheet to associate pension section for issue of revised PPO.

Role of Accounts (Pension Section)

- i) To ensure availability of pensioners date (initiated by P.Branch) in User's inbox in ARPAN.
- ii) To collect pension files/hard copies/soft copies and verify the correctness of data appearing in pensioners date sheet.
- iii) To reconcile the Notional Pay with that certified by Accounts (EG/ENG).
- iv) To generate revised PPO.
- v) To ensure that PPOs are preferably addressed to the Banks' CPPCs for quicker transmission and implementation.
- vi) To download and print Revised PPO(PDF) in standard stationery.
- vii) To issue PPOs after signature/counter-signature (one copy to Bank and another separately to pensioner on his/her residential address).

Note: Extra copies of PPOs can be printed in normal A4 size paper for office copy and for Executive / PSA)

- viii) To ensure timely despatch of PPOs to Banks as well as Pensioners without getting it piled up.

EXCEPTIONS:

The cases of the following nature may be kept out of the purview of revision through the above module and may be dealt separately as per the extant rules.

- i) Post-2016 pension cases
- ii) Ex-gratia Payment Cases [SRPF-(c)]
- iii) PSU Absorbees - who had opted for lump-sum payment against 100% commutation with and presently drawing one third pension
- iv) RCT Pension
- v) Split Pension (Family Pension being shared)
- vi) Pension/Family Pension cases under NPS.

Precautions

- i) In order to avoid incorrect fixation of Notional Pay, it may be ensured that the LAST PAY appearing in database/PPO does not include the element of :
 - a) NPA or Running Allowance Railway Doctors/Running Staff respectively,

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- b) 50% D.P. where cessation date is between 01-04-2004 and 31-12-2005.
c) Charge Allowance, dual charge allowance, teaching allowance etc. for the specific category of staff.

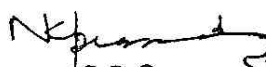
- ii) Merger of SBI Associate Bank : On account of merger of SBH, SBMY, SBBJ, SBP, SBT with SBI all existing PPOs having SBI Associates, Bank details, will be addressed to SBI-CPPC only with modified IFSC but with same Account Number.

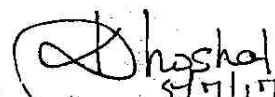
Common

- i) To chalk out action plan and strategies for speedy and correct revision of cases on a time bound manner.
ii) To have a proper monitoring mechanism to assess the progress at each level of operation followed by timely feedback to Railway Board.
iii) Issue of JPO and further guidelines to the subordinate for better execution of revision work.
iv) Revision of Pension is to be done in terms of Para-4 of DOP&PW's OM dated 12.05.17.
v) Revised Pension should be arrived at /sanctioned and PPA issued in all cases irrespective of whether 2.57 factor is beneficial or otherwise.
This has to be done to ensure updation of records of Railways, PSA and PDA as well as Pensioners.
vi) **Monthly progress report** should be sent to CPO and FA&CAO by all units.

Note:

ARPAN data base has been created from the legacy data (Non-ARPAN) / Non-IPAS PPOs) and ported in to the system as-is-where-is basis. Hence, further validation of data is highly desirable for issue of revised PPO with correct information as well as building of reliable and robust database for all purposes.


C.P.O. 5/9/2017


F.A. & C.A.O. 5/9/17