

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 22/2024

No. E.787/0/PEN/Pt.XXX

Kolkata, Dated: 14/03/2024

All Concerned

(as per standard list)

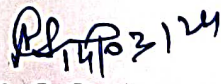
Sub: Joint Procedure Order (JPO) on Commercial Debit Clearance.

**Ref: JPO issued vide this office letter no. E.787/0/PEN/ MISC/Pt.I
(Comml.debits), dated 23/05/2002**

A copy of Joint Procedure Order (JPO) bearing letter of even number dated 14/03/2024 on Commercial Debit Clearance issued in modification of the earlier JPO quoted under reference is circulated herewith for information and strict compliance.

This issues with approval of competent authorities.

DA: As above.


(K. C. Das)

Dy. Chief Personnel Officer/NG
For Pr. Chief Personnel Officer

EASTERN RAILWAY
(Personnel Department)

No.E.787/0/PEN/Pt.XXX

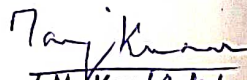
Kolkata, the 14th March, 2024

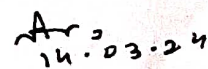
**JOINT PROCEDURE ORDER (JPO) ON EXPEDITIOUS CLEARANCE OF COMMERCIAL DEBIT OF
RETIRING COMMERCIAL STAFF**

With a view to obviate delay in obtaining Commercial Debit Clearance of retiring staff of Commercial/Traffic Department for the purpose of payment of settlement dues, following Joint Procedure Order (JPO) has been formulated for immediate implementation :

1. It will be incumbent on the supervisory staff at stations to conduct supervisory check meticulously in respect of staff who are going to retire in accordance with the relevant provisions laid down in Chapter XXVII of Commercial Manual, Volume-II so as to avoid under charges and also to ensure that the connected return vouchers are submitted to the Traffic Accounts Office complete in all respects rigidly as per time schedule laid down. Any enquiry or reference by Accounts Office about deficiency in return or seeking clarification should be replied immediately. Amount should be recovered from the staff concerned if any undercharges are detected in TA Office subsequently.
2. The details of posting during last 01 year should be furnished to the Sr.DCM's Office & Traffic Accounts Office by the office of Sr.DPO Four (04) months before the retirement of staff. Form No. Com 300 indicating for those commercial staff, who are retiring, should be sent to Traffic accounts Office Four (04) months ahead of retirement, indicating nature of duties performed e.g. Booking tickets-local/Foreign, Parcel Booking Inward/Outward, Goods Booking Inward/Outward.
3. Commercial Department will have to keep a strict watch over the timely compilation and on line submission of the commercial returns of the stations where such staff are working. On receipt of Com-300, Traffic Accounts Office Coaching/Goods Branch will issue Clearance Memo(AC-59)covering result of internal check based on online balance sheet of that particular station where the staff was working before retirement. The team of Commercial and Accounts Inspector will scrutinize the station Outstanding as well as AC-59 to arrive at total debit Outstanding against the staff who is going to retire. Joint team will certify "No Claim Certificate" and based on that Certificate, certified amount is to be recovered from the settlement dues of the retired staff as per extant rule. The whole process should normally be completed within three months from the date of superannuation of the staff concerned, but in no case it should exceed four (04) months.
4. For non clearance of commercial debits, entire DCRG is not to be withheld. Only Rs.10000/- (Rupees ten thousand) is to be withheld for anticipated commercial debit in modification of what was indicated in the JPO No.E.787/0/PEN/MISC/ Pt.I(Comml.Debits) dtd 23.05.2002.
5. All other extant provisions on the subject contained in Codes and Manuals as well as instructions/guidelines issued from time to time by Railway Board remain unchanged and should be the guiding line in case of any doubt.


(A.K.Gautam)
FA& CAO/T


(M. Kumar)
CCM/PS


(A. Ray)
CPO/IR