

Eastern Railway
(Personnel Department)
17 N.S. Road, Kolkata-700001

Kolkata, dated 09.12.2025

No. E.787/5/PEN/Pt.XXX

ALL CONCERNED

As per Standard list

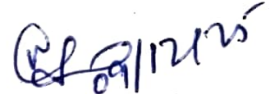
Sub: Joint Procedure Order (JPO) on grant of notional increment (as due on 1st July/1st January) to those employees who had retired on 30th June/31st December before drawing the same for purpose of calculation of enhanced pension only

Ref: DOP&T's OM No. 19/116/2024-Pers.Pol.(Pay)(Pt) dated 20.05.2025

A copy of Joint Procedure Order (JPO) dated 09.12.2025 on grant of notional increment (as due on 1st July/1st January) to those employees who had retired on 30th June/31st December before drawing the same for purpose of calculation of enhanced pension only is circulated herewith for information, guidance and strict compliance.

This issues with the approval of the Competent Authorities (PCPO & PFA).

DA: As above

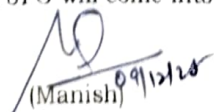

(K.C. Das)

Dy. Chief Personnel Officer (NG)
fr. Pr. Chief Personnel Officer

Joint Procedure Order (JPO)

for grant of notional increment (as due on 1st July/1st January) to those employees who had retired on 30th June/31st December before drawing the same for the purpose of calculation of enhanced pension only

1. Respective cadre dealing sections shall identify the eligible retired employees with satisfactory work and good conduct for grant of notional increment (as due on 1st July/1st January) who had retired on 30th June/31st December irrespective of the fact whether they had submitted any representation or filed a court case or otherwise.
2. Notional pay rate with date of effect will be endorsed in each service record of the eligible retired employee and an office order in this regard is also to be issued by the respective cadre dealing section. **This process is to be completed within 05 days.**
3. After issuance of the office order, paybill dealing section shall update notional pay rate with date of effect in IPAS under "Rectify Employees Master Data" and forward to Associated Accounts Department for confirmation alongwith Service Record. **This process is to be completed within 02 days.**
4. After that, the notional pay rate as endorsed in SR will be vetted by the Associated Accounts and the same is also to be confirmed in IPAS under **Confirm Rectify Employee Master Data** from their end. **This process is to be completed within 03 days.**
5. After vetting by Associated Accounts, respective cadre dealing section may forward the vetted SR alongwith the official order to the respective settlement section. This process is to be completed within 02 days.
6. Settlement Section will thereafter issue revised calculation sheet and Form No. 30 and the same will be sent alongwith service record to the Pension Section of Associated Accounts for issuance of revised PPO for payment of enhanced pension due to grant of notional increment shall be payable - (a) with effect from 01.05.2023 who retired on or before 30.04.2023, and (b) with effect from the date of commencement of pension who retired after 30.04.2023. Enhanced pension for the period prior to 01.05.2023 will not be paid. **The timeline is allotted for the purpose is 05 days.**
7. Finally Pension section of Associated Accounts will issue revised PPO/PPA in favour of the eligible retired employee and communicate it to the respective Pension Disbursing Authority (PDA) for payment of enhanced pension due to grant of notional increment under intimation to the pensioners and concerned settlement section. **The timeline is allotted for the purpose is 05 days.**
8. These cases may be processed in accordance with para 4 of DOP&T's OM No. 19/116/2024-Pers.Pol.(Pay)(Pt) dated 20.05.2025.
9. In case of Pre-2016 eligible retirees and post-2016 retirees who had retired between 01/01/2016 to 30/06/2016 (but not prior to implementation of 6th CPC i.e. 31/12/2005), after the vetting of notional pay rate due to grant of notional increment in service records, the necessary data are to be updated in ARPAN by the Executive Department i.e. respective Settlement Section before sending it to the Pension Section of Associated Accounts. Thereafter, Associated Pension (Accounts) Department shall verify the data and issued revised PPOs/PPAs for the payment of enhanced pension in favour of such eligible retired employees.
10. This JPO will come into force with immediate effect.


(Manish)
Dy. CAO (G)/ER/HQ


(K.C. Das)
Dy. CPO (NG)/ER/HQ