

EASTERN RAILWAY

No. ER-HQ/PERS (Bill)/2/2020

Date: 15.12.2025

PCE, PCSTE, PCOM, PCEE,
PCME, PCMM, PCCM, PFA, PCMD,
PCSC, SDGM, CAO/Con,

Divisional Railway Manager,
Eastern Railway,
Howrah, Sealdah, Asansol, Malda.

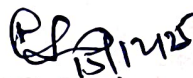
Chief Works Manager,
Eastern Railway,
Liluah, Kanchrapara, Jamalpur.

Sub: Joint Procedure Order for payment of overtime in Eastern Railway.

Ref: JPO bearing no. ER-HQ/PERS (Bill)/2/2020 dated 11.12.2025.

This is for kind information that the earlier Joint Procedure Order issued vide PCPO's letter no. ER-HQ/PERS (Bill)/2/2020 dated 24.09.2021 is hereby withdrawn. In supersession to it enclosed please find the Joint Procedure Order for 'Control of Overtime' dated 11.12.2025 which should be followed over Eastern Railway with immediate effect.

D.A.: As stated above.


(K.C. Das)

Dy. Chief Personnel Officer (NG)
for Principal Chief Personnel Officer

EASTERN RAILWAY
(Personnel Department)

No. ER-HQ/PERS (Bill)/2/2020

Date: 11.12.2025

JOINT PROCEDURE ORDER FOR PAYMENT OF OVERTIME IN EASTERN RAILWAY
Sub: Control of Overtime in Eastern Railway

The issue of delay in payment of Overtime (OT) due to restriction as per existing JPO issued on 24.09.2021 has been raised by ERMU(C) in the PNM held on 14.08.2025 as out of agenda item before General Manager. The matter was also discussed in WRM held on 18.09.2025 by General Manager.

After a thorough review, It has been decided to withdraw the JPO issued earlier vide PCPO's letter No. ER-HQ/PERS (Bill)/2/2020, dated 24.09.2021.

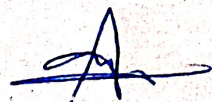
In supersession of the earlier Joint Procedure Order issued on 24.09.2021, it is decided that Divisional/Workshop authorities will regulate the policy for payment of OT strictly on need basis and within the budget provisions and division/workshop may devise their own means to control and regulate payment of OT. The cases for payment of OT in excess of 50 Thousands per month or in excess of 2 lakh per Year may be intimated to Hqrs.

This issues with immediate effect.

Other measures to control OT will be followed as under:

- (i) Units should also review OT for other category of staff.
- (ii) Top 20 earners for each department for every unit should be put up to DRM/CWM and PHOD for perusal every month.
- (iii) OT hours should be critically reviewed by each PHOD so as to achieve at least 50% reduction in view of Board's guidelines issued vide letter No. 2020/E(LL)/OTA/1 dated 28.08.20 circulated under this office letter of even number dated 28.09.2020.
- (iv) Wherever it is not possible to reduce OT hours the ceiling of 50% as mandated vide Board's letter No. 2020/E (LL)/OTA/1 dt 28.08.20 should be strictly adhered to.
- (v) The scope of reviewing the classification of staff under HOER may also be explored.

This issue with the approval of PCPO and PFA



(KUMAR ANIMESH)

FA & CAO



(ANJAN RAY)

CPO/IR