	Government of India South Central Railway	Ministry of Railways Vijayawada Division
	DRM's OFFICE	PERSONNEL BRANCH

No.SCR/P-BZA/APO/Bills /Notes.

दिनांक Date: 04.02.2023.

NOTE

Sub: Adhering salary schedule for February, 2023.

Keeping last years' experience of excess recovery of INCOME TAX from some employees in view, all the Bill Section staff are advised that they should take much care while processing salary bill for February, 23 in this manner :

- (i) Calculate INCOME TAX correctly, duly taking savings submitted by the employee.
- (ii) First run salary process.
- (iii) Then, process Income Tax.
- (iv) Reset salary process.
- (v) Then, post to the change card after resetting the salary process.
- (vi) Then, Income Tax process column should become ZERO or MINUS figure. This aspect shall be checked in post to change card.
- (vii) Then, go for salary bill print.
- (viii) Then only, salary bill to be forwarded to Ch.OS/Bills or APO.

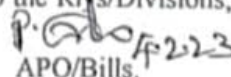
The above shall be followed strictly by all, so that excess / short recovery of INCOME TAX could be avoided. If the recovery made unduly towards Income Tax, it leads to unrest among the employees. If any lapses occurred in this regard, it will be viewed seriously and will be taken up under D&AR.

In view of less working days in February, 23, salary schedule also to be adhered strictly. Only 12 working days are there to submit salary bill to ACCOUNTS, duly completing in all respects. To receive muster, OTA, NDA claims and KMA pertain to both Mechanical / Operating running staff, in time, concerned Supervisor to be contacted for sending the same in time. All the Supervisors may please be advised over phone today itself, in this regard.

Staff dealing with running category are also advised to get OT statements before 06.02.23 and CCCs may be alerted for porting the data (Mileage, NDA, LEAVE etc.) on or before 13.02.23 certain, to avoid delay in salary process.

The ongoing task of HRMS also to be completed by all bills section staff as per the directions of Hqrs./Sr.DPO, along with other urgent works :

- (i) Completion of feeding data (ie., mother name, educational qualifications, date of appointment & last two promotions earned etc.), in HRAS module by 06.02.23, as collected by WIs.
- (ii) Sending NR/ONR cases, without any further delay.
- (iii) Pending SRs of employees transferred to other Rlys/divisions, to be forwarded duly verifying in all respects, as some SRs are returned from other Rlys./Divisions.
- (iv) Completion / updation of MISSING SRs / leave charts and sent to the Rlys/Divisions, on top priority.


APO/Bills.

For Sr.DPO/BZA.

ALL Bills Section staff.

C/- Smt. Savithri, Ch.OS/Bills Section : For infn & necy. Action.

C/- Smt. Vijayasri, Ch.OS/Bills Section : For infn & necy. Action.

