

South Central Railway

Office of the DRM,
Personnel Branch,
Mech. Bills Section,
VIJAYAWADA.
Date : 22.08.22.

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

All Supervisors concerned/BZA Division.

Sub : Timely submission of Muster through MMS - reg.

Of late, bills Section staff are facing difficulty in timely sending the salary bills Accounts Dept., as the Musters are being sent late, by the depots/ stations / sections, for which Accounts Department also reminding the bills Section staff to submit the salary bills in time.

This subject also came to the notice of Sr.DPO and Sr.DPO viewed it serious and advised to adhere the salary schedule by all. Time lines for sending the data is detailed below :

Sl.No.	Description	Target date
1.	Closure for muster submission through MMS by the depots/ stations / sections.	12 th of every month
2.	MMS Muster as well as manual copy (pertaining to Running staff) to be submitted	Before 12 th of every month
3.	TA, NDA, OTA statements to be sent by the depots/ Stations/ sections	Before 10 th of every month
4.	TA, NDA & OTA statements to be sent by Bills Section staff to Accounts	15 th of every month
5.	TA, NDA, OTA to be certified by Accounts.	19 th of every month
6.	All changes / corrections to be done in IPASS by Bills Section staff	20 th of every month
7.	Submission of salary bill to Accounts	22 nd of every month

All Supervisors are requested to ensure the following, to enable bills Section to submit the salary bills to Accounts in time :

- to update the Muster on weekly basis as per the above schedule.
- to send the TA, NDA, OTA statements as per the above schedule.
- To forward the list of employees booked on national holidays duly obtain approval of the concerned BO in time.
- To upload the muster through MMS in time i.e., duly adhering to the schedule. -

Matter may please be treated as IMPORTANT.

ADFM
For Sr. DFM/BZA

P. A.
APO/Bill
For Sr. DPC

C/- Sr.DPO : for information please.

C/- Sr.DFM / BZA : for information please..

C/- ADFM / BZA : for information.

C/- All APOs : for necy. Action.

C/- All Supervisors/Sr.DPOs office & Sr.DFM's Office : for information & necy. Ac