

RBA No.51/2018



PCPO's SI.No.102/2018

No. E/34/O/ECR/HJP

Dated:- 05.06.2018

1. CAO (Con.)/ उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD, पू.म.रे, हाजीपुर।
3. DRM/ पू.म.रे/ मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
5. मुख्य कार्मिक अधिकारी/ प्रशासन/ पू.म.रे/ हाजीपुर।
6. मुख्यालय के सभी कार्मिक अधिकारी।
7. CWM/ पीडी/ मुगलसराय, यांत्रिक कारखाना/ समस्तीपुर/ हरनौत।
8. Sr.DPO/ पू.म.रे/ मुगलसराय, दानापुर, धनबाद, सोनपुर एवं समस्तीपुर।
9. उप महाप्रबंधक/ विधि/ पटना।
10. प्राचार्य/ क्षेत्रीय रेल प्रशिक्षण संस्थान/ मुजफ्फरपुर एवं भूली।
11. सभी मुकार्याधी/ कार्याधी/ पू.म.रे/ हाजीपुर।

विषय : Fraud in Salary Bills in Delhi Division, Northern Railway – Reports and Validations in IPAS.

संदर्भ : Rly. Board's Lt. No.2018/AC-II/25/1 Dated : 17.05.2018

विषयांकित से संबंधित संदर्भित पत्र की जायाप्रति सूचना, मार्गदर्शन एवं अग्रेतर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information guidance and needful onward action please.

संलग्नक : यथोपरि।

DA : As above.

राजेश कुमार
(राजेश कुमार) 516118
सहाधि/एम एण्ड ई
कृते महाप्रबंधक (कार्मिक)/हाजीपुर

प्रतिलिपि सूचनार्थ, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु प्रेषित :-

1. महासचिव/ ईसीआरकेयू/ पू.म.रे/ हाजीपुर।
2. महासचिव/ एस०.सी०./ एस०.टी०./ एशोसिएशन/ पू.म.रे/ हाजीपुर।
3. वकाधि (एम.पी.पी.), पू.म.रे/ हाजीपुर। कृपया इसे नेट पर अपलोड कराने की व्यवस्था करें।
4. महासचिव/ ओ.बी.सी. एशोसिएशन/ पू.म.रे/ हाजीपुर।
5. सहाधि/ विल/ पू.म.रे/ हाजीपुर।

CS/110
पू.म.रे
05/06/18

कृते महाप्रबंधक (कार्मिक)/हाजीपुर

महाप्रबंधक (प्रशासन) कार्यालय
पूर्व-मध्य रेल, हाजीपुर

01 JUN 2018

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBA No. 51/2018

17.05.2018

बोर्ड का पत्र प्राप्ति सं०

No.2018/ AC-II/25/1

General Managers,
CAOs/PFAs/PCPOs
(All Zonal Railways & Production Units).

054963

01 JUN 2018

**Sub: Fraud in Salary Bills in Delhi Division, Northern Railway-
Reports and validations in IPAS.**

Please connect Board's letter of even no. dated 27/2/18 (RBA No.14/2018) under which it was requested to conduct scrutiny of "Pay-roll" records from the year 2016 onwards to obviate possibility of similar frauds. It was also requested to ensure that the codal provisions with regard to check of establishment charges and also Board's instructions issued vide letter no. 2002/AC-11/25/3 dated 15/11/02 on check list for passing of establishment bills for strengthening of bill checking system are rigorously followed.

While requesting for preliminary status report of the system prevailing on your railway/unit, it was also requested that short comings related to Pay roll module of IPAS, be reported to Board.

The matter was also taken up with CRIS for reviewing the system of IPAS and it has been advised that IPAS already has comprehensive validations/MIS reports which should be accessed by Personnel & Accounts department on regular intervals for proper monitoring to avoid similar instances in future. A few such reports and validations available in IPAS are as detailed below:

1. Access by the Bill preparing/Personnel Department:

- (i) Addition of new Employee in IPAS requires confirmation by authorized Gazetted officer.
- (ii) MIS report on Memorandum of Difference.
- (iii) MIS for monitoring different allowances which can give a report of top earners of allowances.
- (iv) MIS on new employee in Payroll system.

2. Access by the Accounts Department:

- (i) At the time of bill passing, the system shows variation in various fields as listed below:
 - (a) Number of employees in previous month
 - (b) Number of employees in current month.
 - (c) Number of employees moved in the Bill unit
 - (d) Number of employees moved out from the Bill Unit.
- (ii) Details of all employees in current month as well as in Previous month (Name, Designation, Pay Mode, Bank, Account Number, Grade Pay, Basic Pay,

Review

प्रकाशित
बैकवाधि प्रशा
रण मुद्राधिकार
उप मुद्राधिकार
चक्रवाधि
सक्राधि ESM
विधि अधिकारित

68/02

P.T.O P

350 copy
Gross, Deduction, Net). Any variation from previous month is reflected in red colour.

3. Further to prevent similar frauds in future, it is again reiterated that:
- (i) Users may be sensitized not to share their credentials (user id and password) with other employees to avoid any misuse.
 - (ii) Users should see the login history to ensure that their user Ids and passwords are not being used unauthorizedly;
 - (iii) High value allowances to be confirmed by supervisor/higher officer. Limit of each allowance may be decided by Branch officer based on which, necessary validations can be built in IPAS.
 - (iv) All critical reports such as Memorandum of Differences, MIS on new employees should be thoroughly checked each month by the branch officer;
 - (v) Salary bill passing module should also be linked to Book of Sanction/BoS and differences variations investigated immediately. The BoS should be updated continuously.
 - (vi) IPAS has provision of 2nd level authentication through OTP, which is sent on User's registered mobile and e-mail. This is now optional but can be made mandatory on the advice of Principal Financial Adviser/PFA to CRIS for their zone.
 - (vii) Verification of current employees in IPAS may be made as per extant procedure, to rule out existing ghost employees on any other accounting unit, if any;
 - (viii) Wherever possible, respective modules already operational in IPAS should be used for filling in the details of allowances e.g. Travelling Allowance, Overtime Allowance, Child Education Allowance, Running allowance etc., by the concerned units to which the employee belongs, to ensure that the allowances are genuine and sanctioned by the competent authority.

Apart from above, roles and permissions should be granted to end-users with care and proper records maintained. Periodic review/audit of such permissions should be done by units periodically.

It is also requested that the system prevailing on your Railway may be reviewed immediately to preclude such type of instances in future.


(G. Kabui)

Director Finance/CCA
Railway Board