

E.C.RAILWAY

NO. PB/JPO/ Muster roll/2021

Dhanbad dated:-20/10/2021

**All Concerned
E.C. Rly. Dhanbad**

**Sub- JOINT PROCEDURE ORDER REGARDING REVISED PROGRAMME FOR
PREPARATION AND PAYMENT OF SALARY BILLS IN SINGLE BATCH PAYMENT SYSTEM
TO HAVE EFFECT FROM NOVEMBER 2021**

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A copy of Join Procedure Order (JPO) for regarding revised programme for preparation and payment of salary in single batch payment system to have effect from NOVEMBER-2021 to onwards of Dhanbad division is enclosed herewith for information and necessary action please. The same is uploaded in the Railway Website: -

ecr.indianrailways.gov.in -> DHANBAD -> PERSONNEL -> Then click the link.

In view of the above, all Units / Depot. may be advised to download the copy of JPO and act accordingly.

*Niraj Kumar
20/10/2021*

(Niraj Kumar)

APO-1

For Divisional Railway Manager (P)
E.C.Railway, Dhanbad.

JOINT PROCEDURE ORDER REGARDING REVISED PROGRAMME FOR PREPARATION AND PAYMENT OF SALARY BILLS IN SINGLE BATCH PAYMENT SYSTEM TO HAVE EFFECT FROM NOVEMBER- 2021

Keeping a tab on absenteeism is essential and is being reviewed at Board's level also. The present system of salary preparation leads to wrong projection of the absent employees. To correct this anomaly, the salary payment system for all staff of the Dhanbad Division with effect from November-2021 in regard to Wage period , Muster Roll period submission of salary bills to Accounts & date of payment of salary / Wage of all staff of Dhanbad Division shall be as follow:-

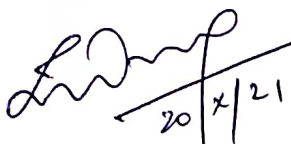
Wage period	1 st Day of each month to last date of the month
Muster Roll period	6 th of previous month to 5 th of current month
Period of Actual Attendance	From 1 st of the month to 5 th of the month
Period of Assumed Attendance	From 6 th of the month to last date of the month
Date of payment salary /Wages	Last date of the month.
Submission of Muster Roll in concerned Bill unit.	07 th of every month

Salary bills will have to be submitted on & from 21st of the every month in Accounts Deptt.

- (1) The Muster Roll for the month of November-2021 to be submitted from 3rd October to 5th November 2021.
- (2) Muster Roll from the month of December- 2021 to onward to be sent from 6th of previous month to 5th of current month.

All other provisions relating to Muster roll in the JPO dated 28.08.2013 shall remain unchanged.

The revised timelines shall be followed w.e.f. November- 2021, provided no instruction contrary to those stipulated here is received from HQ/HJP. A copy of this revised JPO is also sent to HQ for soliciting their comments/directions.



20/11/21


Sr.DFM/DHN

Approved


DRM/ECR/DHN

Copy to be also sent to PCPO.


20/11/21


Sr.DPO/DHN
20-11-21