

Central Railway

Divisional Office  
Personnel Branch  
Pune

No: 2025/Pune/P/EG/IPAS/Exception/JPO

Date: 04.06.2025

All Concerned  
Pune Division, Central Railway

Sub: JPO on monitoring and clearance of items under exception reports related to PF, Pension, Employees Bio-data & Salary.

Ref : APO (Salary) CSMT's letter No. CR-HQ0PERS(PIBS)/60/2022 dated 02.06.2025.

May please find enclosed herewith Joint Procedure Order on monitoring and clearance of items under exception reports related to PF, Pension, Employees Bio-data & Salary circulated vide APO (Salary) CSMT's letter No. CR-HQ0PERS(PIBS)/60/2022 dated 02.06.2025 for bringing out the same to notice of all concerned and implementation on division.

The above Joint Procedure Order is also be available on website [www.indianrailways.gov.in](http://www.indianrailways.gov.in) (About us→Department→Personnel→Circulars)

DA : As Above

Digitally Signed by  
Jitender Singh Meena  
Date: 04-06-2025 12:55:12  
Reason: Approved

(Jitender Singh Meena)  
Assistant Personnel Officer  
For DRM (P) Pune



मध्य रेलवे/CENTRAL RAILWAY



प्रधान कार्यालय/Headquarters Office  
कार्मिक विभाग/Personnel Department  
सी.एस.एम.टी., मुंबई/CSMT, Mumbai-400001

File No: CR-HQ0PERS(PIBS)/60/2022

दिनांक : .05.2025

सेवा में :

Sr.DPO BB, BSL, NGP, SUR, PA  
CWM/PR, MTN, (S&T) BY, (ELW)BSL,  
CWM(TMW)NKR, Dy.CM(P&S) Byculla,  
P. ZRT/BSL, P. CETI/THK, ,  
APO (Const),

विषय: JPO on monitoring and clearance of items under exception reports related to PF,  
Pension, Employee Bio-data & Salary

सन्दर्भ: i) Dy.CAO (G)'s letter No.AC/ENG/IPAS/Exception/JPO/2025 dated  
28.05.2025

1.Instructions have been issued by Railway Board for monitoring, reviewing &  
clearance of the items appearing I the exception reports generated in IPAS related to  
PF, Pension ,Employee Bio-data & salary and issue of JPO regarding the same

1.1. Accordingly, a JPO signed jointly by PFA and PCPO, is forwarded herewith  
for monitoring, reviewing & clearance of such items appearing in the  
Exception Reports in IPAS on a regular basis within the timeline prescribed  
for the items

Encl : JPO

Sd/ (सुशीलकुमार जे.पंडा)  
सहायक कार्मिक अधिकारी (वेतन)  
-/ प्रधान मुख्य कार्मिक अधिकारी

प्रतिलिपि : CPO (A) CPO (IR) CPO (G) for information please

प्रतिलिपि : Secy to PCPO PPS to PCPO for kind information of PCPO

प्रतिलिपि : All PO's of C.Rly

प्रतिलिपि : Dy.CAO(G) please connects his letter No.AC/Eng/IPAS/Exception/JPO/2025 dated 28.5.2025

Digitally Signed by  
Sushilkumar Panda

Date: 02-06-2025 11:10:15

Reason: Approved

-/ प्रधान मुख्य कार्मिक अधिकारी



CENTRAL RAILWAY**JOINT PROCEDURE ORDER ON MONITORING AND CLEARANCE OF ITEMS UNDER EXCEPTION REPORTS RELATED TO PF, PENSION & EMPLOYEE BIODATA AND SALARY**

1. IPAS generates exception reports periodically reflecting the discrepancies with respect to the established rules.

1.1 There is a need for monitoring, review and clearance of various Exception Reports generated in IPAS related to PF, Pension, Employee Database and Salary etc. The objective of this JPO is to put in place a system of close monitoring, periodical review and clearance of the various items appearing in the Exception Reports in co-ordination and co-operation between Personnel and Accounts Department.

1.2 Exception reports of the month to be generated by all units by 5<sup>th</sup> of the following month.

2. **PROVIDENT FUND:-**

2.1 **Inward transfer of PF Balance :**

2.1.1 PF section shall monitor Railway Board's PF Exception Report on "Employees ledger pending for Transfer Out from other Unit to this Unit" generated in IPAS every month. C

2.1.2 Charge report of Gazetted officers to be forwarded by Personnel branch to PF section of HQ in e-office.

2.1.3 PF section will monitor the inward transfer of PF Balances, and in case the same is not received within 2 months, it shall arrange for the inward transfer of PF balance from the concerned previous Unit.

2.1.4 **Timeline for clearance of items-**

2.1.4.1 All exception reports - by 15<sup>th</sup> of the following month

2.1.4.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

2.2 **Outward transfer of PF balances :**

2.2.1 Personnel department will forward a copy of LPC issued to PF section in case of transfer of employee/ Gazetted officer from this Unit/Railway to other Unit/Railway including cases of Group 'C' employee promoted to Group 'B', furnishing details of their employee number, unit from and unit to which they have been transferred.

2.2.2 This should be sent to PF section by the 15<sup>th</sup> of the following month.


2.2.3 PF section shall, on its part arrange for transfer of PF balance, to the forwarding unit. **This action should be completed within the month itself.** (Timeline for clearance of items - Cases over 2 months old - by 30.06.2025.)

2.2.4 No operation of **Transfer Bill Unit** may be allowed in any circumstances, without the written consent of Branch Officers of Accounts and Personnel Branch.

2.2.5 **PF Balances** of employees having entries in **Transfer Bill Unit** may be reviewed each month for necessary action and credit of the amounts to the beneficiary account.

2.2.6 All units may ensure that the **Provident Fund Settlement** on account of Normal Retirement (NR) or Other than Normal Retirement (ONR) is done after thorough review of the available PF balances. The review of PF balances must be done **3 months** in advance from the Month of actual Retirement.

2.2.7 Any **Balances pending** from other Railways/ Units must be brought in time (At least one month in advance) so that at the time of Final Settlement, all the dues are paid in one instance and no balance is received after final settlement is done.

  
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2.2.8 Cases of PF settlement delayed beyond 4 months to be shared with Personnel Department on monthly basis and joint review must be done for such cases on half yearly basis. Efforts must be done to expedite settlement in all such cases at the earliest.

2.2.9 List of retired/deceased employees, having PF Balances to their credit, should be shared with Personnel Branch, concerned department to forward the same to recognized Unions and Associations on a monthly basis, within 10<sup>th</sup> of the month, to identify the claimants and amount be disbursed.

2.2.10 Upon review if the PF balance cannot be settled even after all efforts, the same may be transferred to 'Deposit PF' and be monitored as per codal provision for three Years. (

Timeline for clearance of old items – by 30.06.2025.)

2.2.11 All cases of mismatch between Closing and Opening Balance shall be reviewed by the AFA in charge to identify and resolve all such anomalies. List of cases pending for more than 3 months should be put up to Sr. DFM/Dy. CAO(G) and the matter closed only after identifying detailed reasons for the same and entering these in record.

2.2.12 PF deducted from NPS enrolled employee erroneously, must be settled at the earliest and all such cases in Exception Report may be reviewed on Monthly Basis. (Timeline for clearance of old items – by 30.06.2025)

### 3. PENSION EXCEPTION REPORTS-

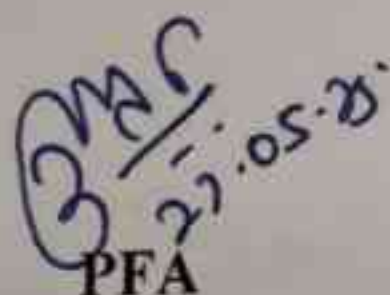
3.1 **7<sup>th</sup> PC Revision** - The Personnel Department should review the Pending 7<sup>th</sup> PC revision records available in the *Pending 7<sup>th</sup> PC Revision Daily Report* in the IPAS > ARPAN module. Each record should be initiated after verifying the unit and updating the personal/payment details as necessary. The completed calculation sheet, duly signed, must then be forwarded to the AL1 ID. Additionally, all records that have already been initiated and are currently in the PL1 IDs should be reviewed and sent to the Accounts (AL1) ID, accompanied by the signed calculation sheet.

3.2 **Unlinked Scroll Data** - The Personnel Department should review the Exception Report. In cases which are pending for revision due to unavailability of Basic records in the Personnel Department, scanned copies of PPOs should be requested from the Banks. Currently, out of the 4,860 cases awaiting revision, scanned hard/soft copies of 1,922 cases have already been obtained from CPPCs and distributed to the respective Units. The record should be added using the PL1 ID. All relevant details should be entered, and the duly signed calculation sheet must then be forwarded to the AL1 ID.

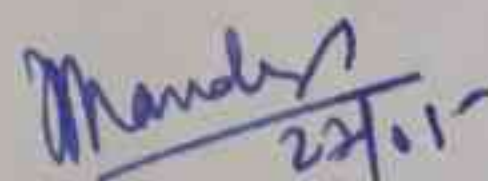
3.3 **Overpayment Data (Age Quantum)** – The date of birth of family pensioners should be updated from the available records. If the date of birth is not available in Form 6, efforts should be made to procure it from the Banks. Once obtained, the record should be reinitiated using the PL1 ID. The date of birth must be updated, and the duly signed calculation sheet should then be forwarded to the Accounts (AL1) Id. 838 cases of Overpayment data has been forwarded to Units for verifying and revision of PPO(Exception report cases)

3.4 **Time line for clearance of above items** – Railway Board vide letter no. 20166/AC//2/21/8/PT-VI/3234410 dt 15.04.2025 has set the target for clearance of 7<sup>th</sup> PC revision as 25.06.2024.

3.5 PCPO has issued instructions through letter no. CRHQOPERS(PSPS)/8/2020 dated 12/03/2025, has instructed to expedite the revision process and also update the date of birth of family pensioners in the PPOs thereby regularizing any excess payments on account of Additional pension.

  
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#### 4. Payroll Exception Reports-

##### 4.1 Exceptional data in processed salary -

4.1.1 Employee having Quarter Recovery and HRA both in the same month - PL1, PL2 & PL3 to verify the reasons and furnish the related details to Accounts by 5<sup>th</sup> of the following month for which salary passed.

4.1.2 Employee having payment against incentive and OT both in the same month - PL1, PL2 & PL3 to check and furnish the relevant details to Accounts. After verification of the same, closure of the exception report to be done by Accounts by 15<sup>th</sup> of the following month for which salary passed.

##### 4.1.3 Timeline for clearance of items -

4.1.3.1 All exception reports - by 15<sup>th</sup> of the following month.

4.1.3.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

##### 4.2 Exceptional details in processed salary -

4.2.1 Zero net pay - Personnel Br. to verify the correctness. In case of zero pay on account of unauthorised absence for more than 3 months, action taken to be advised to accounts.

4.2.2 Non gazetted employee having Gross more than 2 lakh - PL1, PL2 & PL3 to check the correctness and Accounts to verify the same.

4.2.3 Gazetted employee having Gross more than 4 lakh - PL1, PL2 & PL3 to check the correctness & Accounts to verify the same.

##### 4.2.4 Timeline for clearance of items -

4.2.4.1 All exception reports - by 15<sup>th</sup> of the following month.

4.2.4.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

##### 4.3 List of employees whose salary processed in IPAS and are long absentee or Transferred Out for more than 2 months and still not Transferred In -

4.3.1 Exception Report of transferred for more than 2 months- all employees who have been transferred to the current unit, request for 'transfer-in' in IPAS to be accepted immediately on report/resumption to transferred post.

4.3.2 Employees on Long Absentee/Stop Salary - The list of such employees to be shared by executives with Personnel Dept. for necessary action as per extant rules. All such cases to be reviewed on monthly basis for expeditious action and the same will be intimated to Accounts.

4.3.3 Transferred out from the unit for more than 2 months and still not transferred in - Personnel Dept. to review the cases and take necessary action.

##### 4.3.4 Timeline for clearance of items -

4.3.4.1 All exception reports - by 15<sup>th</sup> of the following month.

4.3.4.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

##### 4.4 Exceptions related to employee Bio-data

4.4.1 Serving Employees still in 6th CPC and salary is processed within last 6 months - PL1, PL2 & PL3 to verify the correctness and furnish the same to Accounts for closure

4.4.2 Employee not verified and salary paid - Personnel Dept. to verify the bio-data in IPAS within 2 months.

4.4.3 NPS recovered for Emp Type other than NPS category - PL1, PL2 & PL3 to review such cases and furnish the reasons to Accounts for closure under the option of Exception handling in IPAS.

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4.4.4 Serving employee pertains to inactive bill units - It may be ensured that no employee is included in the inactive bill units. Such cases may be reviewed and rectified by Personnel Department.

4.4.5 PRAN not available for Emp. Type of NPS category –Personnel Dept.to ensure that all new employees must have PRAN generated in the first month of joining and IPAS updated accordingly. A review of PRAN generation to be done by Personnel Branch & all cases of non-generation to be followed up for resolution. Bill-unit wise list of employees not having PRAN is available to the DDOs on NSDL website. NPS cell of Personnel branch to ensure disposal of such cases every month.

4.4.6 Employees of PF Type joined on or after 01-Jan-2004 - Personnel Branch to verify and furnish the relevant data to Accounts for closure of the report in cases where it is found to be justified.

4.4.7 Employee created but not confirmed for more than 2 months- Personnel Br.to review such cases and forward the genuine cases to Accounts for confirmation in IPAS.

4.4.8 Employee paid regular salary after Retirement Date - Personnel Branch to verify such cases & and furnish the reasons to Accounts for closure under the option of Exception handling in IPAS.

4.4.9 Employee marked as serving but their salary not been processed for more than 6 months - All such cases to be reviewed by Personnel br. on monthly basis for necessary action under intimation to Accounts.

4.4.10 Timeline for clearance of items –

4.4.10.1 All exception reports - by 15<sup>th</sup> of the following month

4.4.10.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

4.5 Employee paid salary as per 6<sup>th</sup> CPC with basic pay as per 7<sup>th</sup> CPC - PL1, PL2 & PL3 to review such cases and furnish the reasons to Accounts. Accounts to verify the same and close the exception report accordingly.

4.5.1 Timeline for clearance of items –

4.5.1.1 All exception reports - by 15<sup>th</sup> of the following month.

4.5.1.2 Cases over 2 months old as on 31.03.2025 - by 30.06.2025.

5. In addition to the above instructions, necessary co-operation may be extended by all concerned for clearance of the items appearing in the Exception reports for PF & Payroll on a regular basis.

*(Signature)*  
27.05.25  
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*(Signature)*  
27.05.25  
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