

ACCOUNTS DEPARTMENT  
NORTHERN RAILWAY

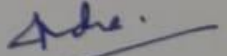
2020/FA&CAO/F&G/Misc/Pt I

Dt. 18/05/2021

**Sub: Timely passing of Salary bills and Settlement cases**

During a review meeting on date, PFA emphasised the following:

1. All units must ensure that salary bills for the month of May 2021 are passed as per schedule without any delays. Efforts should be to ensure receipt, audit and passing of salary bills well in advance to avoid last minute disruptions due to the ongoing pandemic, lockdown etc. Dy. CAO/G must be kept apprised.
2. Clearance of normal settlement dues , as per schedule is to be ensured. Action as above may be taken.
3. GM has directed expeditious processing of settlement dues and CG cases of Railway staff who have passed way on account of COVID 19. In this regards, PFA has directed that following instructions be issued and adhered to :
  - a) Settlement dues of deceased employees may be cleared expeditiously by ensuring that both Personnel and Accounts Department staff and supervisors work together as a team.
  - b) Cross references and sending back of cases for clarifications is to be avoided and issues resolved through mutual discussions.
  - c) No Settlement paper of any COVID deceased employee should be sent back unless these have been personally examined by the Sr. DFM/ Dy.FA&CAO/Workshop Accounts Officer and it is felt that there is no other option but to refer the case back for clarifications/corrections.
  - d) Sr. DFMs/ Dy.FA&CAOs/Workshop Accounts Officers must maintain close coordination with their Personnel branch counterpart. In case of problems, status may be apprised to DRM/CWM.
4. Likewise, DRMs/CWMs may be kept apprised of any problems in clearance of salary bills/ normal settlement cases.
5. CG cases of Accounts staff, who have expired, may be initiated on priority and proposal sent to HQ.



(NARENDRA)  
FA&CAO/F&G

1. Dy. CAO/G, Dy. FA&CAO/GST & Pen
2. Sr. DFMs: DLI, LKO, MB, UMB, FZR
3. Dy. FA&CAO: CBW & AMVW
4. AFA: JUDW, ASR, GZBW