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Northern Railway

Joint Procedure Order

Headquarters Office
Baroda House
New Delhi.
Dt: / 7 .03.2010

No. 362E/25/39/EIV
All Divisional Railway Managers
& Heads of EDUs,
Northern Railway.
(As per mailing list)

Sub: Grant of Honorarium in connection with implementation of recommendations of 6th CPC, 2006.

It has been decided by the Competent Authority with concurrence of the Associate Finance that the work of fixation of pay of staff and drawal of arrears as a result of 6^h Pay Commission's recommendations may be got done on payment of Honorarium. The rates of Honorarium payable in respect of each separate process, are shown in the enclosed annexure 'A'.

The staff who are paid Honorarium for doing the above work shall do this work outside the normal working hours of office. The payment of Honorarium will be made when the work is finally completed to the satisfaction of the Executive and Accounts officers concerned. Each Supervisor concerned shall have to record a certificate that the work has been done by the employee outside their working hours and that their normal work was not allowed to fall in the arrears duly ensuring that the same was not done on the computer.

This Honorarium would however be limited to 32 months only i.e. 01.01.2006 to 31.08.2008 only. It could be lower than this on case to case basis as amount of Honorarium for preparation of arrear bill is directly related to number of months for which arrear has been drawn. In case of retired staff the number of months would be less as per the date of retirement between 31.01.06 to 31.08.2008. No additional Honorarium is payable for any other item pertaining to fixation of pay and drawal of arrears as a result of 6th Pay Commission.

Budget provision in this respect should be made by each spending unit through the revised Budget estimates.

The Personnel officers, Accounts officers and other concerned officers must ensure compliance of all orders on the subject before allowing the claim of Honorarium to the employees who actually performed this work relating to 6th Pay Commission's recommendations.

DA/A's above

For FA&CAO/ Admn.

For General Manager (P)

Copy for information and necessary action to:

1. FA&CAO/E & Admn/NDBH.
2. Asst. Secy to GM/NDBH
3. Sr. DAO's, Northern Railway
4. All HODs /NDBH
5. All Personnel Officers/NDBH
6. Genl/Secy/NRMU, 12 Chelmsford Road, New Delhi.

Annexure 'A'

Rates of Honorarium payable to staff in connection with fixation of pay and drawal of arrears etc. in the new scales as a result of VIth Pay Commission recommendation, 2006.

S. No.	Particulars of work to be done	Existing rates of honorarium per employee		Revised rate at 1.86 times of existing rate per employee	
		Rs.	Paisa	Rs.	Paisa
1	Completion of service records	1.87		3.48	
2	Receipt of option, issue of acknowledgement and entry in service record	0.87		1.62	
3	Fixation of pay in the case of non Gazetted staff	2.25		4.19	
	(a) Substantive	0.87		1.62	
	(b) Officiating				
4	Check of fixation by Supervisor	0.87		1.62	
	(a) Substantive grade	0.50		0.93	
	(b) Officiating grade				
5	Preparation of arrear bills for all staff & officers of Group A, B, C & D	11 minutes per employee per month		11 minutes per employee per month	
6	10% check of the Bills by Supervisors	10% amount payable to Clerical staff		10% amount payable to Clerical staff	
NOTE: Honorarium for checking of bills will be payable according to the number of employee covered by the bill and not number checked.					
7	Recording of fixation in the service sheet/service record.				
	(a) Entry in the Service Sheet	0.37		0.69	
	(b) Entry in Service Cards	0.37		0.69	
	(i) Substantive	0.37		0.69	
	(ii) Officiating				
NOTE: If more than two scales are involved including scale of substantive post, the total honorarium payable will be 70 Paise per employee.					

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GENERAL:

(A)	Receipts of bills in Accounts offices allotting of AB No. entry in the CO-6 Register, distributing to dealing clerks and its allied items up to submission of CO-7 to Book Section.	0.30	0.56
(B)	Receipt of bills with CO-7 in books section, preparation of cheque, requisition and issue of cheque etc.	0.50	0.93
(C)	Writing of cashbook and posting of allocation register.	0.50 per CO-7	0.93 per CO7
(D)	Receipt of bills CO7 cheque requisitions in cash offices and allotting to PNR No. and pay distt. on the bills and CO7 & enter cheques in the cheque registers and preparing advise notes of bills for various division.	0.30 per bill for cash office only.	0.56 per bill for cash office only.
(E)	Maintaining PMR cashbooks, indicating on the debit side AB No. and date CO7 No. and date particular of bills amount of each CO7. Total amount received only particulars passing the credit side by entering the number of bills, amount given to each pay clerk and strike balance.	0.30	0.56
(F)	To maintain the bill distribution register indicating the above information as in PMR cash book (Debit side) per distt-wise and the ledger of pay clerks.	0.30 per Bill	0.56 per bill
(G)	Receipt of paid vouchers in Accounts Offices their post audit and allied work.	0.12 per employee	0.22 per

HONORARIUM TO RECORD SORTER AND CLASS – IV STAFF

Class – IV staff if namely record sorters, Daftries and Peons that will be required to sit overtime during the period for which clerks sit overtime in connection with the above work, are proposed to be paid honorarium @ Rs. 1.87 paise per hour as the when required to work overtime.	Rs. 3.48
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FOR ACCOUNTS STAFF ONLY:

1	GAZETTED OFFICER			
	(a)	Receipt of option forms, issue of acknowledgement and entry in the salary audit register.	0.87	1.62
	(b)	Actual fixation in substantive grade or in the Offg. grade in case of Cl-III staff offg. as Officer.	2.25	4.19
	(c)	Actual fixation in offg. grade in case of confirmed officers holding higher grade posts as also Class III staff offg. in more than one gazetted grade.	0.87	1.62
2	CHECKING OF FIXATION BY SUPERVISOR			
	(a)	In substantive grade or in the case of Class III staff offg. as officer in the offg. grade	0.62	1.62
	(b)	In offg. grade in case of confirmed officers and Class III staff offg. in the senior scale.	0.62	0.93
3	(a)	Checking of bills in the Account office.		
	(i)	Gazetted Officers.	8.15 minutes per employee per month for Gaz. Staff.	8.15 minutes per employee per month for Gaz. Staff.
	(ii)	Checking of bills by supervisors	10% of the amount claimed by the Clerical staff.	10% of the amount claimed by the Clerical staff.
	NON-GAZETTED ACCOUNTS STAFF			
	(b)	Class-III & Class-IV staff checking by Accounts for the fixation done by Executive Officers.		
	(i)	Substantive grade	1.00	1.86
	(ii)	In officiating Grade	0.50	0.93
4		Checking of Fixation by Supervisors.		
	(i)	Substantive grade	0.87	1.62
	(ii)	In officiating grade	0.50	0.93
5.1		Checking of bills by Accounts Clerk Group 'C' & 'D'	7 minutes 42 seconds per employee per month.	7 minutes 42 seconds per employee per month
NOTE: Remarks in terms of Para 612A-I will be given in the paid bills for the month of Jan-06 onwards.				
5.2		Checking of bills by Supervisors.		
	(a)	Class-III staff	10% of the amount claimed by the Clerk.	10% of the amount claimed by the Clerk.
	(b)	Class-IV staff		

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