

## Schedule of dates for Wage Period

Wage Period	Muster Closing	Change Statement from depots to PB/SA	Data entry by Bill Clerks	Bill Processing & Printing	Bill from PB/SA to Accounts
1-30 (16 <sup>th</sup> of Previous Month to 15 <sup>th</sup> of Current Month)	15 <sup>th</sup> *	16 <sup>th</sup> – 17:00 hrs of 17 <sup>th</sup>	16 <sup>th</sup> – 11:00 hrs of 20 <sup>th</sup>	21 <sup>st</sup> & 22 <sup>nd</sup>	23 <sup>rd</sup> & 24 <sup>th</sup>

\* If the changes statement is not received by the schedule date salary will be claimed based on the assumed period and for any deviation the supervisor concerned will be responsible.

\* NDA, NHA, TA etc for the previous months should be submitted to PB/SA before 17:00 hrs on 5<sup>th</sup> of every month.

\* OT claims should be sent to the Branch Officers concerned within **15 days** for onward transmission to PB/SA.



Southern Railway

Divisional Office  
Personnel Branch  
Salem  
Dt.27.03.2018

No.SA/P.483/Bills/CC/18/14

**All Supervisory Officials/SA Division**

Sub: Submission of Absentee & other statements to Personnel Branch in time-reg.,  
Ref: This office letter No.SA/P.483/Bills/CC/17/29 Dt.09.09.2017

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Despite instructions in letter under reference, still many depots are not submitting the Absentee statements & other statements by date. A reminder of the schedule is as under:

Particulars	Date
Last day for submission of Absentee statements	17 <sup>th</sup> of every month before 17:00 hrs
Last date to Submit TA, NDA, NHA, Running and other Allowances *	5 <sup>th</sup> of every month before 17:00 hrs

\* It is to be ensured that the TA, NDA, NHA, Running and any other Allowance statements of the Previous Month to be submitted in the Current Month itself to avoid excess recovery of Income Tax.

**Henceforth, all Absentee, NDA, NHA & Running Allowances statements are to be prepared in triplicate and two copies to be submitted to this office with due acknowledgement.**

If the last day is a holiday for Administrative office then the statements are to be submitted in the next immediate working day. However Ch.S&WI / Ch.OS's who are available on Turn Duty are advised to collect the details on holidays also.

**Claiming of Allowances in one bunch for more than a month is to be avoided for ensuring timely claim as IPAS has least provisions in accumulated claim and the same will have adverse effect in Income Tax Projection.**

In case of any delay in this regard the supervisors concerned will be held responsible personally and any fine levied by Income Tax will be received from the Supervisory Official of the unit for delayed submission.

Delay in submission of statement by schedule may end in non-claiming of allowances in the current Salary Bills and the responsibility lies on the supervisory official concerned signing the statements.

  
(S.Thirumurugan)  
DPO/SA

Copy to:

- PS to DRM for Kind information to DRM/SA
- PS to ADRM for Kind information to ADRM/SA
- Sr.DFM/SA for kind information
- APO/T & APO/E&M for information & necessary follow up
- Ch.S&WI & Section S&WIs for information & necessary follow up
- Ch.OS/General, Ch.OS/OS/Clerks/Bills & Cadre for information & necessary action
- Ch.OS/Systems for information & necessary action

OK. K  
27/3