

दक्षिण रेलवे/SOUTHERN RAILWAY

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
सेलम /Salem – 636 005.
तारीख/Date: 29.02.2020

सं./No. SA/P. 483/XII/CC/Bill Units

NOTE

All Supervisory Officials/SA Division

Sub: Merging of Bill Units in SA Division – reg.

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Recently, all 140 bill units have been merged / re-allotted and their number has been brought down to 58 bill units. The bill dealers and the Ch. OS concerned dealing with the respective bill units, sections / stations at Personnel Branch is as under:

Sl. No	Bill Unit	Description	Stations Involved	Name of the Bill dealer (S/Shri)	Ch. OS Concerned	Contact (Rly)
1	606094	Operating Staff (SS-SM)	All SM/SS of Divn.	Kala Vasanth Kumar Jr. Clerk	Ch. OS/Tfc.	65714
2	606095	Operating Staff (P. Man A)	All P. Man 'A' of Divn.	G. Juliet Sr. Clerk		
3	606097	Operating Staff (TNC-SHM-P. Man B)	All TNC, Shg. Master, P. Man 'B'	T. Kesava Gandhi OS		
4	606138	Operating Staff (Divisional Office)	Traffic staff of Control Office	J. Martin OS		
5	606106	Operating Staff (Running)	All Guards of SA, ED, CBE			
6	606107	NMR Staff (Operating - Running)	All Guards of MTP-UAM	Bindu Binu OS		
7	606112	Commercial Staff (Ticket Checking)	All Ticket Checking staff of Divn.			
8	606113	Commercial Staff (CC-ECRC-Inspectors-Gr. D)	All CC, ECRC, CCI and Gr. D of Divn.	Reena Monichan OS		
9	606366	Commercial Staff (Divisional Office)	Staff of Commercial Dept. in Dvn. (Excl. ministerial)			
10	606156	Electrical OP Staff (LP)	Staff of LP (All categories) in SA, ED, CBE	Jimmy Joseph OS		
11	606158	NMR Staff (Loco Running)	Loco Running Staff			

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Sl. No	Bill Unit	Description	Stations Involved	Name of the Bill dealer (S/Shri)	Ch.OS Concerned	Contact (Rly)
12	606159	Electrical OP Staff (ALP & Sr. ALP)	ALP & Sr. ALP Staff of SA, ED, CBE	Mareena Joshy OS	Ch. OS/Tfc.	65714
13	606177	Loco Inspectors (Salem Division)	Loco Inspectors of Divn.			
14	606431	Electrical Staff (GS)	All Elec (GS) staff of Divn.	O. Sudha OS	Ch. OS/Elec	65718
15	606438	Electrical Staff (TRD)	All Elec (GS) staff of Divn.	G. Prakash Jr. Clerk		
16	606452	Tower Wagon Drivers	Tower Wagon Drivers			
17	606554	SnT Staff (Open Line)	All S&T staff of Divn.	Swathi Nidhin OS		
18	606571	Technical Staff (Divisional Office)	Staff of SnT Dept. in Divn. (Excl. ministerial)			
19	606054	RSSS (CBSE) Staff - Erode	RSSS (CBSE)/ED	R. Chandrasekharan Ch. OS	Ch. OS/Mech.	65715
20	606071	MGSJ - MTDM Staff (Excl. Engg.)	All staff of all departments working in MGSJ-MTDM (Excl. Engg.)	S. Parthiban OS		
21	606099	Ministerial Staff (Open Line)	Ministerial Staff of All Departments in Open Line			
22	606501	Ministerial Staff (Divisional Office)	Ministerial Staff of All Departments in Divn. Office			
23	606163	Mechanical Staff (CnW)	All C&W staff of Divn.	Shobana Rajeevan. I OS		
24	606201	Mechanical Staff (Divisional Office)	Staff of Mechanical Dept. in Divn. (Excl. ministerial)			
25	606183	Mechanical Staff (Ancillary)	C&W Ancillary staff of SA Divn.	Mettija Mariya Joy. P.J Jr. Clerk		
26	606655	Medical Staff	All Medical Staff in Division			
27	606186	NMR Staff (Excl. Engg. and Running)	Staff of MTP-UAM section (All Dept. excl. Engg. and Running)	R. Rajesh (PBC/ONR) OS		

The Bill Units of Electric Loco Shed and Diesel Loco Shed remains at the concerned depots itself.

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The multiple bills of Engineering units of P. Way offices are merged into one single bill as under and retained in the P. Way offices itself. However, the single bills at the P. Way offices remains unchanged.

Sl. No.	Bill Unit	Description	Bill Units Involved	Name of the Bill dealer (S/Shri)	Ch. OS Concerned	Contact (Rly)
1	0606227	NMR Staff - Engineering	0606227	R. Rajesh OS	Ch. OS/Engg	65728
2	0606240	Engineering Staff - East Podanur	0606240, 305, 344	R. Elangovan OS		
3	0606245	Engineering Staff - North Coimbatore	0606245, 259	K. Krishnaveni OS		
4	0606246	Engineering Staff - Tiruppur	0606246	V. Dhanasekaran OS		
5	0606247	Engineering Staff - Erode	0606247, 248, 306, 312, 345	R. Chandrasekharan Ch. OS (At present)		
6	0606249	Engineering Staff - Karur (West)	0606249, 307	N. Veerappan Ch. OS		
7	0606250	Engineering Staff - Salem (South)	0606250, 251, 308	A. Venkatachalam OS		
8	0606252	Engineering Staff - Salem (North)	0606252, 348	H. Tharik Mohammed Ch. OS		
9	0606258	Engineering Staff (MGSJ-MTDM)	0606258			
10	0606253	Engineering Staff - Trichy Fort	0606253	P. Tamilselvi OS		
10	0606254	Engineering Staff - Bommidi	0606254	Amit Kumar Singh Jr. Clerk		
11	0606255	Engineering Staff - Tirupattur	0606255, 309	S. Rajamani OS		
12	0606260	Engineering Staff - Attur	0606260, 313, 349	S. Muthukumar OS		
13	0606261	Engineering Staff - Chinna Salem	0606261			
14	0606262	Engineering Staff - Namakkal	0606262	V. Balan Ch. OS		
15	0606285	Engineering Staff - Karur (East)	0606285, 346	S. Muthiah OS		

The feeding of NDA, NHA, OT and TA in the respective depots that is being followed currently is withdrawn. Henceforth, depots who are feeding data for NDA, NHA, OT and TA are to hand over the statements as per the schedule mentioned below from the month of March 2020.

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Particulars	Date
(i) Last day for submission of Absentee statements	17 th of every month before 17:00 hours
(ii) Last date to Submit TA, NDA, NHA, Running and other Allowances	5 th of every month before 17:00 hours

The statements are to be received from all units of Salem division within the stipulated date. In case of non-reception of any of the above said statements from any of the field offices it will not be possible to claim the allowances for all the employees of a particular category for the particular month in Salem Division as bills are merged into category wise.

The field offices of Salem Division are instructed to send the statements in groups as mentioned in the above tabulation as in the 'Stations Involved' column. For example, if a station's absentee statement is sent to this office it may sent category wise such as SS, P. Man 'A', Shg. Master, P. Man 'B' as separately for the purpose of reaching their respective dealers.

The salary schedule is once again reiterated below as this is to be strictly followed for the purpose of proper claiming of salary

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	15 th	16 th to 17:00 hours of 17 th	16 th to 11:00 hours of 20 th	21 st & 22 nd	before 17:00 hours of 23 rd

The muster should be submitted from 15th of the previous month to 16th of the current month

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


(एस. थिरुमूर्गन / S. Thirumurugan)
मंडल कार्मिक अधिकारी
Divisional Personnel Officer
दक्षिण रेलवे/सेलम
Southern Railway/Salem

C/- PS to DRM & ADRM for Kind information to DRM and ADRM
All Branch Officers for kind information & necessary follow up.
DPO & APO/M&E for information & necessary follow up.
Ch. S&W, Ch. OS/General, Ch. OS/OS/Clerks/Bills & Cadre for information & necessary follow up.