



**WESTERN RAILWAY**

Headquarter Office  
Churchgate,  
Mumbai- 400 020.

No.E(S)1054/VII CPC/JPO/2017.  
PEN/053782/E789/VII CPC

Dt 21/07/2017.

**JOINT PROCEDURE ORDER**

To,  
All Concerned.

Sub : Implementation of Govt 's decision on the recommendation of VII  
CPC – Revision of pension of pre -2016 pensioners/ family  
pensioners.

Ref: Railway Board's letters No.

1. 2016/(E) III /1/(1)/7 dt 10.08.2016 (RBE No. 97/2016 PC VII 4/2016)
2. 2016 (E) III/1/(1)/7 dt. 22.05.2017 (RBE No. 49/2017 PC VII No. 20/2017)
3. DOP & PW's O.M. No. 38/37/2016- P &PW(A) dt. 12.05.2017
4. 2016/AC-II /21/8 dt. 09.06.2017 (RBA No. 68/2017)

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Railway Board vide their letters quoted above, have issued instructions for revision of pensions of pre-2016 pensioners/Family pensioners w.e.f 1.01.16. In order to expedite the process of revision to these pensioners, the action to be taken by the Personnel Department and Accounts Department is shown as under.

**ROLE OF PERSONNEL DEPARTMENT:**

1.The list of all live cases will be available in ARPAN alongwith the details of last pay drawn where available. In some of the cases last pay might have enhance due to re-fixation on account of grant of MACP, back date of promotion etc. The same will be adhered to with reference to service records/settlement files/latest Vllth CPC revised PPOs.

2. For those employees who have retired prior to 1/1/1986, notional pay fixation as already done in terms of Board's letter dt. 10/2/1998 will be treated as pay as on 1/1/1986.

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3. Similarly for those employees retired after 1/1/1986, the notional pay fixation as applicable under each intervening Pay Commission will be done based on the formula for fixation of pay

4a. Fixation of pay on notional basis in all cases will be done up to the Level in 7<sup>th</sup> CPC ie. 1/1/2016, **based on Settlement Records/ PPO's/ pay particulars received from Accounts or from the pensioner/family pensioner.** The notional pay so fixed will be vetted by Associate Finance (EG/ENG) as per the practice in vogue.

b. While fixing notional pay, element of DP/NPA/Running Allowance/Charge Allowance etc. involved if any etc. may be dealt with utmost care to avoid incorrect fixation of notional pay. The pay fixation in Successive Pay Commissions will be done in the corresponding pay scales, as per rules.

c. 50% of the notional pay as on 1/1/2016 shall be the revised pension and 30 % of the notional pay shall be revised family pension w.e.f. 1/1/2016. Enhanced family pension @ 50% of the notional pay as on 1/1/2016 shall be payable till the period upto which family pension at enhanced rate is admissible, as per rules.

d. After vetting of Notional Pay, the Associate Accounts (EG/ENG) may pass on the cases (other than in cases where correction is required) to the concerned Pension Section for issue of revised PPO without referring back to Pension Sanctioning Authority.

5. Pension Sanctioning Authority shall initiate the proposal of revising the pension/Family pension in terms of Para 4 and 5 of Boards letter dt.22.05.2017, after receiving list of all live cases available in ARPAN alongwith the details of last pay (wherever available) due for revision under the VII CPC.

6. The Pension Sanctioning Authority shall check with their records to verify the number of cases due for revision. Since all the service records/ details of the pensioners are available with the respective Pension Sanctioning Authority from where they retired/ died. PSA after due verification of relevant records, shall start revising the pension in terms of Para 4 & 5 of DOP & PW's O.M. dt.12.05.2017 **forthwith.**

7. In cases where the records are not readily available, the concerned HOD's will ensure appropriate action for verification of such cases and ensure expeditious revision of pension as per the prescribed procedure. The relevant data may be obtained from the retirees in the Sample Application Form with Self Attested attachments..

8. For administrative convenience, the revision work of the 6<sup>th</sup> CPC cases (Retirement/Death during 1/1/2016 to 31/12/2015) may be taken up first in descending order of cessation date as there is no involvement of multi-stage pay fixation and data available with Railway is more or less fresh. However, references

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received from pensioners through Applications/Grievances may be given top priority irrespective of date of retirement /death.

9. A separate Register will be opened for recording all the cases where proposals have been sent to Accounts Department based on the information available. As and when the PPO is issued entry of the same shall also be made in the Register.

10. In cases where the Applications are directly received from the pensioners, entry shall be made in the Register and pension will be revised( irrespective of their date of retirement and without waiting for their turn) based on the information provided by the pensioner.

11. Pension Revision Sheet- 7th CPC generated in ARPAN shall be signed by OS(PC/Settlement) as well as Sr. SO(EG/ENG) before submission to Pension Section for issue of Revised PPO.

12. Submission of Application by the Pensioner/Family Pensioner for revision of pension though not Mandatory, but for ensuring correct data entry into the system and issue of Revised PPO, pensioners may be persuaded to submit the information in the prescribed Format alongwith supporting documents. Sufficient forms may be kept ready with both Personnel and Accounts Deptts for providing the same to pensioners or their representatives. However, efforts are being made to place Advertisements in leading News Papers inviting applications from Pre 2016 pensioners/family pensioners.

#### **ROLE OF ACCOUNTS DEPARTMENT:**

##### **A. Associate Accounts (EG/ENG):**

1. On receipt of proposal of notional fixation of pay under various Pay Commissions up to the level of 7th CPC shall be vetted by Associate Accounts. Pension Revision Sheet 7th CPC showing notional pay submitted to Accounts by Personnel supported documents in support of last pay drawn, shall be signed by the concerned Sr.SO(EG/ENG) as a token of verification and will be returned back to pension sanctioning authority with top priority.

2. In terms of Concordance Table issued vide Board's letter No. 2016/F(E) III/1(1) dt. 11/07/2017 necessary changes in ARPAN Module has been made to automate the fixation of Notional Pay. However vetting of Notional Pay by Associate Accounts (EG/ENG) will continue as per existing practice in vogue.

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#### **B. PPO Issuing Authority**

1. On receipt of certified Pension Revision Sheet- 7th CPC/proposal from Pension Sanctioning Authority, the concerned staff from Pension Section will verify the details in the System and will carry out necessary changes with reference to the latest available information including commutation etc.
2. The Pension Revision Sheet -7th CPC will be signed by the concerned Sr. SO(Pension) as a token of verification before generation of revised PPO.
3. Revised PPO generated from ARPAN will be issued to the bank(disbursement copy) and to Pensioner(Pensioner's copy) in standard ARPAN stationery. Additional copy of Revised PPO for Pension Sanctioning Authority and Office copy will also be provided.
4. Revised PPOs (only disbursement portion) shall be submitted to HQ on scheduled /revised scheduled date without fail for countersignature followed by timely dispatch of PPOs to banks as well as pensioners(By Regd Post/Hand Delivery)

#### **GENERAL:**

1. Pension Sanctioning Authority /Sr. DPO shall monitor the revision of pension and submission of cases to Accounts office on weekly basis. Pension Sanctioning Authority /Sr. DPO shall also ensure that the revision of pension is done on priority and report the position in monthly PCDO for onward submission to Board.
2. Sr. DFM/ DFM/ Workshop Accounts officer shall ensure that the Revised PPOs are issued within a weeks time of the receipt of the cases from Pension Sanctioning Authority. Sr. DFM/ DFM/ Workshop Accounts officer shall also monitor the progress fortnightly and report the position of the cases received, cleared and pending in the Associate Accounts office, along with the reasons for delay in disposal of cases on monthly basis to FA&CAO.
3. User manuals and further guidelines regarding using of revision module in ARPAN is being made available to the users. In addition if required, training and hand holding session for the users of both Personnel and Accounts shall also be organized either at Divisional level or at HQ level on a suitable date.

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4. A Special Cell exclusively for revision of Pre 2016 pension cases may be formed both in Personnel and Accounts at HQ as well as in each field Units for expeditious revision of the cases. In addition, if required staff may be booked on Saturday/Sunday (other than National Holidays) to clear the backlogs if any.

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