

No. 48/PB/ECS/BANK IPAS/2014

DATE : 06-06-2016

ALL BRANCH OFFICERS/NR/LKO,  
ALL SENIOR SUBORDIATES/NR/LKO.

**Subject : Procedure of working in IPAS module Creation/correction in Bio-Data.**

As the Integrated Payroll Accounting System (**IPAS**) has been implemented over Lucknow Division w.e.f March-2015 and is working successfully.

The implementation of IPAS has been expended over other railways and workshops hence some change in modules have been made by the CRIS to ensure uniformity in working and ensuring smooth and uninterrupted procedural working by the different section/sub section of every department concerned.

In view of above following procedure has been made functional by the **CRIS** and all users are required to work accordingly.

The following are the revised functionality for pay bill clerk/OS of centralized/ pay bill clerk/OS of field office (bill unit user) and controlling officer having Admin privileged login user of their department.

- A. **Creation of master data for new appointment:** This work was assigned to Divisional I.T. Centre, Lucknow but similar to procedure being used at Northern Railway head quarter office, CRIS has provided a **form** under menu name '**CADRE → PERSONAL → BIODATA → NEW EMPLOYEE**' for data entry in IPAS for creation of master data for new employee to pay bill clerk/OS of centralized / pay bill clerk/OS of field office (bill unit user) in the bill unit under them and controlling officer of their department having Admin privileged login.
- In view of above revised functionality, bill unit user and controlling officer having Admin privileged login user of respective department are required to work accordingly for staff joined on appointed in the jurisdiction of Lucknow division.
- B. **Creation of master data for staff comes on transfer from the other Railway unit where IPAS is not implemented or IPAS not integrated with NR:** As above.

No. 48/PB/ECS/BANK IPAS/2014

DATE : 06-06-2016

- C. **Creation of master data for staff comes on transfer from the Railway unit where IPAS is implemented (Transfer in):** This work has been remain for Divisional I.T. Centre, Lucknow for which a format (**Annexure-‘A’**) is required to be submitted by the pay bill clerk/OS of centralized / pay bill clerk/OS of field office (bill unit user) for the staff joined in bill unit under them as the case may be.
- D. **Correction in existing Bio-Data of employee:**
1. The following Bio-Data field value can only be required to be modified by the Divisional I.T. Centre, Lucknow for which a format (**Annexure-‘B’**) is required to be submitted by the pay bill clerk/OS of centralized and pay bill clerk/OS of field office( bill unit user) for the staff joined in bill unit under them.
    - ✓ Spelling of Employee name as per Service Book
    - ✓ Date of birth of Employee as per Service Book.
    - ✓ Service status & Service status date of employee whose last wage has been processed.
  2. All other **Bio-Data field value** can be changed by pay bill clerk/OS of centralized / pay bill clerk/OS of field office (bill unit user) for employee in the bill unit under them and controlling officer of their department having Admin privileged login.
- E. **Transfer out:**
1. **Within Lucknow Division:** By the Divisional I.T. Centre, Lucknow, if staff is to be transferred in the bill unit where Admin privileged login are different, for which a format (**Annexure-‘C’**) is required to be submitted by the pay bill clerk/OS of centralized / pay bill clerk/OS of field office (bill unit user) for the staff joined in bill unit under them.
  2. **Out of in Lucknow Division:** it can be done by the pay bill clerk/OS of centralized / pay bill clerk/OS of field office bill unit user for the staff in bill unit under them.

Sr.DPO/NR/LKO

Sr.DFM/NR/LKO

No. 48/PB/ECS/BANK IPAS/2014

DATE : 06-06-2016

ANNEXURE - A

REQUISITION FOR TRANSFER-IN STATEMENT of BU 06-999

Employee No.

Please tick the type of pension scheme:

New Pension

PRAN No: \_\_\_\_\_

or

Old Pension

PF No: \_\_\_\_\_

1. Name

:

2. Designation

:

3. Father's Name

:

4. Coming From Office

:

5. D.O.J. this Division

:

6. Staff Office Order No. & Date

:

7. Place of Joining in this Division

:

8. Bill Unit of Lucknow.

:

The above facts have been verified.

:

Forwarded to EDPM/LKO for transfer-in of Employee in **EMPLOYEE-MASTER** in IPAS data base for generation of salary in this division.

Controlling officer (Gazetted)

Ch.O.S

B.U. dealer

**Annexure:**

1. Copy of Transfer Order.
2. Copy of LPC generated from IPAS module.
3. Office Order of this Division.
4. Photo Copy of Joining Report.

Copy to:

1. ADFM/NPS for information and n.a.

No. 48/PB/ECS/BANK IPAS/2014

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**ANNEXURE-B**

**Requisition for change in employee master details for pension and settlement dues**

EMP. PF NO :

EMP NAME :

FATHER'S NAME :

BILL UNIT:

**All Entries In Capital Letters**

| S.NO | ITEM TO BE CORRECTED | EXISTING TEXT<br>(Authority: Attested photo copy of latest Pay Slip )  | TO BE CHANGED AS UNDER<br>(Authority: Attested photo copy of Bio Data page of Service Record )  |
|------|----------------------|--|---|
| 1.   | EMP NAME             |  |   |
| 2.   | DOB                  |  |   |
| 3.   | SERVICE STATUS:      | <ul style="list-style-type: none"><li>• Serving</li><li>• Death</li><li>• Voluntary</li><li>• Superannuation</li><li>• Absconded</li><li>• Absorbed in PSU</li></ul> | <ul style="list-style-type: none"><li>• Superannuation</li><li>• Voluntary</li><li>• Compulsory</li><li>• Death</li><li>• Absconded</li><li>• Absorbed in PSU</li></ul> |
| 4.   | DATE OF ABOVE STATUS | Up to  | w.e.f.  |
| 5.   | EMP_FATHER'S NAME    |  |   |
| 6.   | DESIGNATION          |  |   |
| 7.   | DOA                  |  |   |
| 8.   | RATE OF PAY          |  |   |
| 9.   | GRADE PAY            |  |   |
| 10.  | SCALE CODE           |  |   |

The above facts has been verified and approved for rectification.

DA: Photocopy of bio data page of service record duly attested is attached.

**COS/Settlement. /COS/Estab**

**APO/ Settlement/APO/Estab.**

**Sr.DPO/LKO**

No. 48/PB/ECS/BANK IPAS/2014

DATE : 06-06-2016

ANNEXURE -'C'

**Requisition for change in Bill Unit Transfer within the LKO Division**  
(All Entry Should Be In Capital Letter Only)

| <b>Transfer from</b>       |  | <b>Transfer in</b>         |  |
|----------------------------|--|----------------------------|--|
| Bill unit                  |  | Bill unit                  |  |
| Employee No.               |  | Employee No.               |  |
| Name of employee           |  | Name of employee           |  |
| Station                    |  | Station                    |  |
| Designation                |  | Designation                |  |
| Signature & Name of dealer |  | Signature & Name of dealer |  |

Signature of Officer Signing the Pay Pill

(Bill unit from)

Signature of Officer Signing the Pay Pill

(Bill unit in)