

पत्रांक 797-ई/पालिसी/2018

RBE No-51/2018

दिनांक 07.2018

NCRPS No. 5255/2018

जनस्त विभागध्यक्ष/उमरे/इला., वरिष्ठ महाप्रबन्धक, उप महाप्रबन्धक/सा. मु.प्रशा.अधि/नि
नईल रेल प्रबन्धक/कार्मिक, उत्तर मध्य रेलवे, इलाहाबाद, आगरा एवं झाँसी।

मुख्य कारखाना प्रबन्धक, उत्तर मध्य रेलवे, वैगन रिपेयर शाप, झाँसी।

मुख्य कारखाना प्रबन्धक, उत्तर मध्य रेलवे, रेल स्प्रिंग कारखाना, सिधौली (ग्वालियर)।

नपरमन/आरआरसी/उत्तर मध्य रेलवे/इलाहाबाद।

उप मुख्य सामग्री प्रबन्धक/झाँसी, उप मु.अभि/सीपीओएच/इला., उप मु.अभि./सीएसपी/इला.

प्रशिक्षण - सुपरवाइजरस ट्रेनिंग सेन्टर, झाँसी, सिविल ट्रेनिंग सेन्टर, कानपुर, इण्डिया रेलवे ट्रेक मधीन
ट्रेनिंग सेन्टर, इला., एरिया ट्रेनिंग सेन्टर, झाँसी, बेसिक ट्रेनिंग सेन्टर, लोको, झाँसी, बेसिक ट्रेनिंग सेन्टर,

सी एण्ड डब्लू/झाँसी, बेसिक ट्रेनिंग सेन्टर, वैगन वर्कशॉप, झाँसी, सी एण्ड डब्लू, ट्रेनिंग सेन्टर, कानपुर,

परमानेंट वे ट्रेनिंग सेन्टर, झाँसी, ट्रांसपोर्टेशन ट्रेनिंग सेन्टर, सूबेदारगंज, इला., इलेक्ट्रिक, ट्रेनिंग

सेन्टर/टीआरडी/झाँसी, इलेक्ट्रिक ट्रेनिंग सेन्टर, कानपुर, मु.प्रा.अधि/आईआरपीएमयू/नई दिल्ली

उप मुख्य इजी/ब्रिज/लाईन/इला./झाँसी एवं आगरा, एक्स ई एन/ब्रिज/लाईन/झाँसी।

व स वि स/केश एवं पे/उमरे/इलाहाबाद।

Subject: Fraud in Salary Bills in Delhi Division, Northern Railway-Reports
and validations in IPAS.

रेलवे बोर्ड के पत्र संख्या 2018/AC-II/25/1 दिनांक 17.05.2018 की प्रतिलिपि आपके
सूचना के माध्यम से आवश्यक कार्यवाही हेतु प्रेषित है।

तत्पश्चात् यथावत।

(V.P. Singh)

For General Manager/P

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु

1. कार्यालय अधीक्षक, उत्तर मध्य रेलवे, इलाहाबाद।
2. मुख्य विधि सहायक, उत्तर मध्य रेलवे, इलाहाबाद।
3. मुख्य स्टाफ एण्ड वेलफेयर इन्स्पेक्टर, उत्तर मध्य रेलवे, इलाहाबाद
4. मुख्य कार्यालय अधीक्षक - एससी-एसटी, उत्तर मध्य रेलवे, इलाहाबाद।
5. महामंत्री, एन सी आर ई एस
6. महामंत्री, एन सी आर एम यू
7. महामंत्री, एन सी आर पी ओ ए

24/8/18

RBL-2018-959
11-6-18

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

RBA No. 51/2018

No.2018/ AC-II/25/1

17.05.2018

General Managers,
CAOs/PFAs/PCPOs
(All Zonal Railways & Production Units).

NCR / Allahabad

**Sub: Fraud in Salary Bills in Delhi Division, Northern Railway-
Reports and validations in IPAS.**

Please connect Board's letter of even no. dated 27/2/18 (RBA No.14/2018) under which it was requested to conduct scrutiny of "Pay-roll" records from the year 2016 onwards to obviate possibility of similar frauds. It was also requested to ensure that the codal provisions with regard to check of establishment charges and also Board's instructions issued vide letter no. 2002/AC-11/25/3 dated 15/11/02 on check list for passing of establishment bills for strengthening of bill checking system are rigorously followed.

While requesting for preliminary status report of the system prevailing on your railway/unit, it was also requested that short comings related to Pay roll module of IPAS, be reported to Board.

The matter was also taken up with CRIS for reviewing the system of IPAS and it has been advised that IPAS already has comprehensive validations/MIS reports which should be accessed by Personnel & Accounts department on regular intervals for proper monitoring to avoid similar instances in future. A few such reports and validations available in IPAS are as detailed below:

1. Access by the Bill preparing/Personnel Department:

- (i) Addition of new Employee in IPAS requires confirmation by authorized Gazetted officer.
- (ii) MIS report on Memorandum of Difference.
- (iii) MIS for monitoring different allowances which can give a report of top earners of allowances.
- (iv) MIS on new employee in Payroll system.

2. Access by the Accounts Department:

प्र० मुकायिद	✓
मुकायिद (प्रशा०)	✓
मुकायिद (आई० आर०)	
उप मुकायिद (स० क०)	
उप मुकायिद (मु० क०)	✓
उप मुकायिद (आई० आर०)	27/4/18
अध्यक्ष/रि० म० प्र०	
प्र० का० अधि० (स० क०)	
प्र० का० अधि० (आई० आर०)	
प्र० का० अधि० (मु० क०)	✓
सकायिद (आई० आर०)	
सकायिद (मु० क०)	
मु० कार्या० खरीद/कार्या० अधि०	

- (i) At the time of bill passing, the system shows variation in various fields as listed below:
 - (a) Number of employees in previous month
 - (b) Number of employees in current month.
 - (c) Number of employees moved in the Bill unit
 - (d) Number of employees moved out from the Bill Unit.
- (ii) Details of all employees in current month as well as in Previous month (Name, Designation, Pay Mode, Bank, Account Number, Grade Pay, Basic Pay,

Gross, Deduction, Net). Any variation from previous month is reflected in red colour.

3. Further to prevent similar frauds in future, it is again reiterated that:

- (i) Users may be sensitized not to share their credentials (user id and password) with other employees to avoid any misuse.
- (ii) Users should see the login history to ensure that their user Ids and passwords are not being used unauthorizedly;
- (iii) High value allowances to be confirmed by supervisor/higher officer. Limit of each allowance may be decided by Branch officer based on which, necessary validations can be built in IPAS.
- (iv) All critical reports such as Memorandum of Differences, MIS on new employees should be thoroughly checked each month by the branch officer;
- (v) Salary bill passing module should also be linked to Book of Sanction/BoS and differences variations investigated immediately. The BoS should be updated continuously.
- (vi) IPAS has provision of 2nd level authentication through OTP, which is sent on User's registered mobile and e-mail. This is now optional but can be made mandatory on the advice of Principal Financial Adviser/PFA to CRIS for their zone.
- (vii) Verification of current employees in IPAS may be made as per extant procedure, to rule out existing ghost employees on any other accounting unit, if any;
- (viii) Wherever possible, respective modules already operational in IPAS should be used for filling in the details of allowances e.g. Travelling Allowance, Overtime Allowance, Child Education Allowance, Running allowance etc., by the concerned units to which the employee belongs, to ensure that the allowances are genuine and sanctioned by the competent authority.

Apart from above, roles and permissions should be granted to end-users with care and proper records maintained. Periodic review/audit of such permissions should be done by units periodically.

It is also requested that the system prevailing on your Railway may be reviewed immediately to preclude such type of instances in future.


(G. Kabui)

Director Finance/CCA
Railway Board