



**PBC No.132 / 2024**  
**RBE No. 64 / 2024**

**दक्षिण रेलवे Southern Railway**  
**प्रधान मुख्य कार्मिक अधिकारी कार्यालय**  
**Office of the Principal Chief Personnel Officer**  
**प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003**  
**Headquarters, Personnel Department, Chennai-600003**

सं/No: P(R)500/P/Vol.VII

दिनांक/Dated: 16.07.2024

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub:Waiver of recovery of excess payment made to Government employees-General Instructions - reg.**

\*\*\*

A copy of Railway Board's letter No.2024/F(E)II/6/3 dated 15.07.2024 alongwith its Annexure on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letters referred therein have been circulated as as given below:

Sl. No.	Railway Board letter No. & Date / OM	PBC No.
1	2016/F(E)II/6/3 dated 22.06.2016	84/2016
2	2022/F(E)II/6/3 dated 17.11.2022	249/2022
3	2022/F(E)II/6/3 dated 24.07.2023	151/2023
3	D/o Expenditure OM No.01(14)2016-E.II(A) (PART-III) Dated 01.04.2024	Copy enclosed

संलग्नक/Encl. 06 pages.

**Digitally Signed by**  
**Anjanikumar C**  
**Date: 16-07-2024 13:13:54**  
**Reason: Approved**

**सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.**  
**कृते प्रमुकाधि/For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**भारत सरकार/GOVERNMENT OF INDIA**  
**रेल मंत्रालय/MINISTRY OF RAILWAYS**  
**रेलवे बोर्ड/RAILWAY BOARD**

R.B.E. No.- 64/2024  
 New Delhi, Dated 15.07.2024.

No. 2024/F(E)II/6/3

The General Manager,  
 All Indian Railways and Production Units incl. RDSO  
 (As per Standard Mailing List).

Sub: Waiver of recovery of excess payment made to Government employees-General Instructions-reg.

Ref: D/o Expenditure's OM No. 01(14)2016-E.II(A) (Part-III) dated 01.04.2024.

The undersigned is directed to refer to the following Instructions/Guidelines on the above subject issued by DoP&T /Department of Expenditure and subsequently adopted/circulated by Ministry of Railways (Railway Board):-

S.N.	Details of OM of DoP&T/ Department of Expenditure	Corresponding letters of Ministry of Railways	Subject
(i)	DoP&T's OM No. 18/26/2011- Estt(Pay-I) dated 06.02.2014	Board's letter No. 2016/F(E)II/6/3 dated 22.06.2016	Recovery of wrongful/ excess payments made to Government servants.
(ii)	DoP&T's OM No. 18/03/2015- Estt(Pay-I) dated 02.03.2016		
(iii)	DoP&T's OM No. 18/03/2015- Estt(Pay-I) dated 03.10.2022	Board's letter No. 2022/F(E)II/6/3 dated 17.11.2022	
(iv)	D/o Expenditure's OM No. 09(20)/2023-E.II(A) dated 01.06.2023	Board's letter No. 2022/F(E)II/6/3 dated 24.07.2023	Waiver of recovery of excess payment made to Government Servants -General Instructions for Ministries/ Departments.

2. In this regard, date of order for recovery of overpayment is a critical input for decision regarding waiver of such recovery. Therefore, such order for recovery of overpayment should be issued within one month from the date of detection of overpayment.

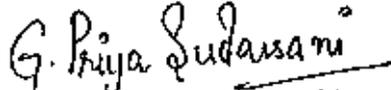
3. Department of Expenditure, Ministry of Finance vide their OM No. 01(14)/2016-E.II(A)(Part-III) dated 01.04.2024, has directed that cases involving waiver of recovery of more than Rs. 2,00,000/- (Rupees Two Lakh only) should be referred to Department of Expenditure, Ministry of Finance.

4. It has, therefore, been decided that Ministry of Railways (Railway Board) may waive recovery of overpayment upto Rs. 2,00,000/- (Rupees two lakh only) in the case of each individual with the concurrence of Member Finance, Railway Board and approval of Chairman & CEO, Railway Board and the proposal(s) for waiver of recovery of amount greater than Rs. 2,00,000/- (Rupees two lakh only) shall continue to be referred to the D/o Expenditure, Ministry of Finance with the concurrence of Member/Finance, Railway Board and approval of Chairman & CEO, Railway Board. All the proposal(s) have to be forwarded only with the concurrence of PFA and approval of General Manager.

Contd...2/-

-2-

5. The following guidelines may be adhered to while processing such cases:-
- i. Railways should examine all proposal(s) in terms of the Instructions/Guidelines on recovery of wrongful/excess payments made to Government Servants cited in Para 1 above.
  - ii. Railways should verify that in cases of waiver, no serious negligence has taken place on the part of any Railway servant, which may call for disciplinary action by a higher authority.
  - iii. In case the Railway is of the view that the loss is on account of a defect in existing rules or procedures, the same shall be brought to the notice of Ministry of Railways (Railway Board) for seeking amendment of such rules or procedures with justification.
  - iv. The guidelines issued by DoP&T vide its O.M.18/03/2015- Estt. (Pay-I) dated 02.03.2016 (circulated vide Board's letter no. 2016/F(E)II/6/3 dated 22.6.2016) shall be strictly adhered to while considering waiver of excess payment made to Railway servants. Each case of waiver should be concurred by Member/Finance, Railway Board and approved by Chairman & CEO, Railway Board.
  - v. In cases where the waiver of recovery arises from a Court direction, Ministry of Railways (Railway Board)/Railways, wherever the authority lies, should satisfy themselves that there are appropriate justifications for not challenging such Court direction.
  - vi. In case a recovery which is subsequently waived, is on account of incorrect interpretation of rules or procedures, Railways may review all similarly placed cases to check requirement of waiver of recovery in future cases. In case of incorrect interpretation of rules or procedures, Railways shall take appropriate measures to ensure that such lapses are corrected. If any inquiry has been made to fix the responsibility, the final report as well as action taken by the Ministry of Railways (Railway Board) may be kept on record.
  - vii. In case an incorrect interpretation of rules or procedures(e.g., incorrect pay fixation) has remained un-detected over a long period of time, Railways may keep on record appropriate justification why such cases were not noticed during regular review, internal audit, etc.
6. In view of the above, all cases involving waiver of recovery may be forwarded to Ministry of Railways (Railway Board) with the concurrence of P/A and approval of General Manager along with a detailed note covering information on para 5 above along with the filled in checklist (Attached as Annexure).
7. Please acknowledge receipt.

  
(G. Priya Sudarsani)  
Director/Finance (Estt.)  
Railway Board

DA: as above.  
No. 2024/F(E)II/6/3

New Delhi, Dated|5.07.2024.

Contd...3/-

## Checklist for waiver of recovery

S.No.	Item	Remarks
1.	Name	
2.	Designation	
3.	Amount of waiver	
4.	Reason for overpayment	
5.	Date of Detection of Overpayment	
6.	Date of issue of order of recovery	
7.	Date of representation submitted by Officer/Official mentioning financial hardship	
8.	Date of disposal of Representation and decision taken on the same	
9.	Category of exemption as per DoP&T's OM dated 2.3.2016 (circulated vide Board's letter no. 2016/F(E)II/6/3 dated 22.6.2016)	
10.	Relevant Rules under which pay fixation or allowance drawn resulted to overpayment	
11.	Whether the Railway is satisfied that loss does not disclose a defect in rules or procedures or there has not been any serious negligence on the part of any Railway servant which may call for disciplinary action by a higher authority.	
12.	Whether verification of Service Book have been done periodically. If yes, why such wrong fixation was not detected in such verification.	
13.	Why such wrong fixation was not detected during internal audit.	

\*\*\*\*

F. No. 01(14)/2016-E.II(A) (Part-III)  
Government of India  
Ministry of Finance  
Department of Expenditure

.....

North Block, New Delhi  
Dated 01<sup>st</sup> April 2024

**OFFICE MEMORANDUM**

**Subject:** Waiver of recovery of excess payment made to Government employees - General instructions for Ministries/Departments – reg.

The undersigned is directed to say that Rule 15 of Delegation of Financial Power Rules (DFPRs), 2024 deals with waiver of recovery of overpayment made to Government Servants. As per this rule, a Department of Government of India, an Administrator and any other Subordinate Authority to the Department, to whom powers may be delegated by or under special order of the President, may waive the recovery of an amount found to have been overpaid mistakenly to Government servant, in excess of their entitlement, subject to certain conditions and financial limits as laid down under this rule.

2. The date of order for recovery of overpayment is a critical input for decision regarding waiver of such recovery. Therefore, such order for recovery of overpayment should be issued within one month from the date of detection of overpayment.

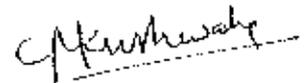
3. As per Rule 15 of DFPR 2024, a Department of Government of India may waive recovery of overpayment upto Rs. 2,00,000/- (Rupees two lakh only) in the case of each individual with the concurrence of Financial Adviser of the Department. The following guidelines may be adhered to while processing such cases:

- (i) The Ministries/ Department should examine all proposal(s) in terms of the provisions laid down in Rule 15 of DFPRs.
- (ii) Ministries/ Departments should verify that in cases of waiver, no serious negligence has taken place on the part of any Government servant, which may call for disciplinary action by a higher authority.
- (iii) In case a Ministry/ Department is of the view that the loss is on account of a defect in existing rules or procedures, the same shall be brought to the notice of Department/ Ministry with authority to amend such rules or procedures.
- (iv) The guidelines issued by DoP&T vide its O.M. dated 02.03.2016 shall be strictly adhered to by the administrative Ministry/Department while considering waiver of excess payment made to Government servants. Each case of waiver should be recommended by the Financial Advisor and approved by the Administrative Secretary.

- (v) In cases where the waiver of recovery arises from a Court direction, the Ministries/ Departments should satisfy themselves that there are appropriate justifications for not challenging such Court direction.
- (vi) In case a recovery which is subsequently waived, is on account of incorrect interpretation of rules or procedures, Ministries/ Departments may review all similarly placed cases to check requirement of waiver of recovery in future cases. In case of incorrect interpretation of rules or procedures, Ministries/ Departments shall take appropriate measures to ensure that such lapses are corrected. If any inquiry has been made to fix the responsibility, the final report as well as action taken by the Ministry may be kept on record.
- (vii) In case an incorrect interpretation of rules or procedures(e.g., incorrect pay fixation) has remained un-detected over a long period of time, Ministry/ Department may keep on record appropriate justification why such cases were not noticed during regular review, internal audit, etc.

4. Cases involving waiver of recovery of more than Rs. 2,00,000/- (Rupees two lakh only) should be referred to this Department. Such cases may be forwarded along with a detailed note covering information on para 3 along with the filled in checklist (attached as Annexure to this O.M.).

5. This issues with the approval of the Competent Authority.



(C.P. Kushwaha)

Under Secretary to the Govt. of India

To

1. All Ministries/Departments of Government of India
2. Financial Advisor of all Ministries/Departments of Government of India

Annexure

## Checklist for waiver of recovery

1.	Name	
2.	Designation	
3.	Amount for waiver	
4.	Reason for overpayment	
5.	Date of Detection of Overpayment	
6.	Date of issue of order of recovery	
7.	Date of representation submitted by Officer/official mentioning financial hardship	
8.	Date of Disposal of Representation and decision taken on the same.	
9.	Category of exemption as per DoP&T's OM dated 02.03.2016	
10.	Relevant Rules under which pay fixation or allowance drawn resulted to overpayment	
11.	Whether Administrative Ministry is satisfied that loss does not disclose a defect in rules or procedures or there has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.	
12.	Whether verification of Service Book have been done periodically. If yes, why such wrong fixation was not detected in such verification.	
13.	Why such wrong fixation was not detected during internal audit.	