



Estt. Srl. No. 73/2025  
RBE No-Nil

**EAST COAST RAILWAY**  
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

ECOR/Pers/R/Notional Increment.

Date: 13.05.2025

ALL PHODs/CHODs,  
DRMs/CWM/CAO & CPM,  
East Coast Railway, Bhubaneswar.

**Sub:** Joint Procedure Order regarding grant of Notional Increment to Railway Employees who had retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December before drawing the same.

A copy of PCPO's office Joint Procedure Order No.ECOR/HQ/Pers/R/4/2024, dated 01.05.2025 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(Subash Chandra Hota)  
Assistant Personnel Officer - I  
for Principal Chief Personnel Officer

Copy to:-

1. Secy. to GM & AGM,
2. Chairman-RRB & RRC-BBS,
3. Dy.CPOs /Sr.DPOs, DPOs/SPOs, WPO/APOs of Personnel Department,
4. General Secretary's- ECoRSC & ECoRSU.

for Principal Chief Personnel Officer



**पूर्व तट रेलवे/EAST COAST RAILWAY**  
**मुख्यालय कार्यालय, कार्मिकविभाग, रेलसदन, साउथ ब्लॉक भुवनेश्वर**  
**Headquarters Office, Personnel Department, Rail Sad**  
**South Block Bhubaneswar-751017**



संख्या/No ECoR/HQ/Pers/R/4/2024

दिनांक/Date 01 05 2025

सेवा में/To,

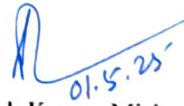
The Sr DPO/ECOR-KUR, SBP, WAT,  
 The Dy CPO/Con/BBS, APO/Con/VSKP  
 APO/CRW/MCS,

**Sub:** Joint Procedure Order regarding grant of Notional Increment to Railway Employees who had retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December before drawing the same.

**Ref:** (1) Railway Board's letter No.PC-VI/2020/CC/13 dated 03.12.2024.  
 (2) PCPO/ECOR/BBS' letter No.ECOR-HQ/Pers(R)/4/2024/Notional Increment dated 07.02.2025 and 10.04.2025.


With reference to Railway Board's letter No. quoted under reference (i) above, instructions have been issued in ECoR vide Ref (2) above to allow the Notional Increment on 1<sup>st</sup> July/1<sup>st</sup> January in favour of all the eligible railway employees who retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December, who have rendered the requisite qualifying service as on the date of their superannuation with satisfactory work and good conduct only for the purpose of calculating the pension admissible to them and not for the purpose of calculation of other pensionary benefits in terms of Para-7 of DOPT's OM dated 14.10.2024.

In connection to above, a copy of Joint Procedure Order No. ECoR/Pers/R/4/2024 dated 30.04.2025 is enclosed for necessary information & guidance. The Joint procedure and timelines are to be adhered by both Personnel and Accounts Department in HQ as well as in all Units/Divisions in East Coast Railway.

  
 01.05.25

(Santosh Kumar Mishra)  
 Assistant Personnel Officer-HQ  
 for Principal Chief Personnel Officer

Copy forwarded for information & necessary action to: PFA/ECOR/BBS.

  
 02.05.2025  
 at 17.54 hrs.

  
 for Principal Chief Personnel Officer

  
 01.05.25

**East Coast Railway**

**Joint Procedure Order**

No.ECoR/Pers/R/4/2024

Dated 30.04.2025

**Sub : Joint Procedure Order regarding grant of Notional Increment to Railway**

**Employees who had retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December before drawing the same.**

**Ref : (1) Railway Board's letter No.PC-VI/2020/CC/13 dated 03.12.2024**

**(2) PCPO/ECoR/BBS' letter No.ECoR-HQ/Pers(R)/4/2024/Notional Increment dated 07.02.2025 and 10.04.2025.**

The issue of grant of Notional Increment to retired/retiring employees for calculation of pension has been quite settled by Hon'ble Supreme Court in order dated 11.04.2023 in Civil Appeal No. 2471 of 2023(@SLP © No.6185/2020)- Director (Admn. And HR), KPTCL Vs C.P.Mundinamani & Ors, upheld the orders passed by the Division Bench of the Hon'ble High Court of Karnataka at Bangalore in Writ Appeal No. 4193/2017 allowing grant of one annual increment, which the original writ petitioners earned on the last day of their service for rendering services during preceding one year from the date of retirement with good behaviour and efficiently, for the purpose of calculating the retiral benefits.

Subsequently, Hon'ble Supreme Court's interim order dated 06.09.2024 in M.A. No. 2400/2024 (Union of India & Ors Vs M.Siddaraj), circulated in OM No.19/116/2024-Pers.Pol. (Pay)(Pt) dated 14.10.2024 by DOP&T has been adopted mutatis-mutandis in railways vide Ref (1) above.

Accordingly, instructions have been issued to allow the Notional Increment on 1<sup>st</sup> July/1<sup>st</sup> January in favour of all the eligible railway employees who retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December, who have rendered the requisite qualifying service as on the date of their superannuation with satisfactory work and good conduct only for the purpose of calculating the pension admissible to them and not for the purpose of calculation of other pensionary benefits in terms of Para-7 of DOPT's OM dated 14.10.2024, in ECoR vide Ref (2) above.

2. On implementation of 6<sup>th</sup> CPC w.e.f. 01.01.2006, the date of annual increment was made uniform on 1<sup>st</sup> July of every year as per Rule-10 of Railway Services (Revised Pay) Rules 2008, vide RBE No. 103/2008. Two dates for grant of annual increment as on 1<sup>st</sup> January or 1<sup>st</sup> July of every year was introduced in Railways on implementation of 7<sup>th</sup> CPC w.e.f 01.01.2016 as per Rule-10 (1) of Railway Services (Revised Pay) Rules, 2016, vide RBE No. 90/2016. Accordingly, the following two situations would be there:

- (a) **Employees who retired after implementation of the sixth CPC :-** Retired on 30<sup>th</sup> June after rendering requisite qualifying service with satisfactory work and good conduct (next annual increment was due on 1<sup>st</sup> July as uniform to all).
- (b) **Employees who retired after implementation of the seventh CPC :-** Retired/retiring on 30<sup>th</sup> June or 31<sup>st</sup> December after rendering requisite qualifying service with satisfactory work and good conduct and their next annual increment was due on 1<sup>st</sup> July & 1<sup>st</sup> January, respectively.

*[Signature]*  
31.04/25

*[Signature]*  
20/4/25





**3. In view of the Railway Board's above guidelines, it has been decided to allow the Notional Increment on 1<sup>st</sup> July/1<sup>st</sup> January in favour of all the eligible railway employees who retired/are retiring on 30<sup>th</sup> June/31<sup>st</sup> of December, if they were eligible for the same. Therefore, the following procedure and time lines are to be adhered by both Personnel & Accounts Department in HQ as well as in all Units/Divisions in East Coast Railway:**

1. A list of the eligible employees who had retired on 30<sup>th</sup> June of the year after implementation of 6<sup>th</sup> CPC w.e.f 01.01.2006/from date of superannuation, whichever is later up to 30.06.2015 should be prepared by Bill Section of the concerned Unit/Division/HQ.
2. It should be examined by Bill drawing Unit/Division/HQ, to ascertain whether in 6<sup>th</sup> CPC, the ex-employee who had retired on 30<sup>th</sup> June of the year had rendered the requisite qualifying service with satisfactory work and good conduct to be eligible for One Notional Increment on 1<sup>st</sup> July or otherwise. If found eligible, benefits of One Notional Increment should be allowed w.e.f 1<sup>st</sup> July when it was due.
3. Grant of one Notional Increment, as it was due on 1<sup>st</sup> July of the year after implementation of 6<sup>th</sup> CPC w.e.f. 01.01.2006/on implementation of 7<sup>th</sup> CPC w.e.f. 01.01.2016, but could not be drawn due to superannuation on 30<sup>th</sup> June/31<sup>st</sup> December should be calculated only for the purpose of Pension w.e.f 01.01.2006/01.01.2016 as the case may be, but not for any other pensionary benefits.
4. One additional increment should be allowed on notional basis w.e.f. 01.01.2006 on implementation of 6<sup>th</sup> CPC and w.e.f. 01.01.2016 on implementation of 7<sup>th</sup> CPC, but actual monetary benefits should be allowed w.e.f. 01.05.2023, as has been ordered by Hon'ble Supreme Court, vide DoPT's OM dated 14.10.2024, adopted in Railways with mutatis mutandis vide Board's letter No. PC-VI/2020/CC/13, dated 03.12.2024.
5. Grant of Notional Increment should be verified and certified by the associated Accounts within 03 months of issuing of such orders as per provision in DoPT's OM dated 03.10.2022, vide RBE No. 154/2022.
6. It is the collective responsibility of all the staff and supervisors from Accounts & Personnel Department for effective implementation of above procedure in ECoR. The following time schedule shall invariably be followed by both Personnel & Accounts:

*[Signature]*  
30/06/24

*[Signature]*  
24/7/24

Sl No.	Activity	Section	Department	Time Allowed
1	Identification of employees retired on 30 <sup>th</sup> June w.e.f 2006 and employees retired/retiring on 30 <sup>th</sup> June/31 <sup>st</sup> December w.e.f. 2016	Bills	Personnel & Accounts	By 31 <sup>st</sup> July 2025
2	Collecting SRs from Accounts Department (Pension section) and examining eligibility	Bills	Personnel & Accounts	
3	Sending of SRs to Accounts (Establishment Section) along with statement of Notional Increment for certification after adding notional increment and in case of court cases the date from which pension arrears admissible indicating reference of OA/WP/IA.	Bills	Personnel & Accounts	
4	Certification of Pay in Service record as well as statement of notional increment.	Establishment	Accounts	
5	On receipt of SRs and certified statement of notional increment pay to be revised in IPAS Module.	Bills	Personnel & Accounts	
6	Issue of revised PPO on the basis of statement of notional increment and PPOs will be sent to concerned bank for payment of arrears of pension.	Pension	Accounts	

The Priority of processing notional increment cases will be as follows:

1. Contempt Cases
2. Court Cases
3. Normal Cases

In order to accomplish the notional increment cases, a separate cell shall be formed at Personnel Department and Accounts Department.

A Weekly progress of revision of pension should be jointly monitored by Settlement Section (Pension) of Accounts and Personnel departments.

  
Dy. FA & CAO (G) 20/4/25

  
Dy. CPO (HQ) 20/4/25