

CCL

A Miniratna Company

सेंट्रल कोलफिल्ड्स लिमिटेड

(भारत सरकार का एक उपक्रम)
दरभंगा हाउस, राँची - 834029

Central Coalfields Limited

(Govt. of India Undertaking)

DARBHANGA HOUSE, RANCHI - 834029
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WEBSITE: <http://ccl.gov.in>

23

No. CCL/D(F)/2022/23

Date 06.07.2022

OFFICE ORDER

It has been noticed that abnormal delay is taking place in payment of TA / Medical Reimbursement Bills which is resulting in resentment among the employees. The matter has been viewed seriously.

All AFMs are, therefore, directed to closely monitor the payment of TA / Medical Reimbursement Bills of employees. It is further directed that the following steps must be ensured for timely payment to the employees :-

1. It is to be ensured that all TA / Medical Reimbursement Bills are processed for payment in 7 to 10 days from receipt of bills in Finance Department.
2. Advance against TA / Medical Bills should be paid within 4 (four) days of receipt of the claims in Finance Department.
3. If any bill is to be returned due to some observations, it should be done within 4 (four) days of receipt of the same in section under signature of concerned executive.
4. Bills should be paid on the basis of first in first out system (FIFO).
5. A check list of documents required for processing of TA / Medical claims is to be circulated to all HoDs so that the claim is settled within the time line mentioned above.
6. A proper system for giving acknowledgement of receipt of claims from the employees may be developed and adopted.
7. A system should be adopted whereunder all the dealing clerks are required to submit a daily report to the concerned finance executive indicating the number of TA/ Medical claims processed during the day and number of claims pending with them at the end of the day. All AFMs are also required to monitor the pending TA / Medical Claims on monthly basis.

A one time compliance report in reference to above directives may be furnished to the office of GM(F)/c, CCL, Ranchi positively.

(PAWAN KUMAR MISHRA)
DIRECTOR (FINANCE)

Distribution:

1. GM(F)/c / GM(F)FPC, CCL, Ranchi – to monitor and follow-up action please.
2. CM(F)/ HoD(F)Corporate, CCL, Ranchi.
3. All Area Finance Managers, CCL.

San shishir HoD(F) Corp
Pr Speaks
6/7/22
SP



CENTRAL COALFIELDS LIMITED
DARBHANGA HOUSE: RANCHI
 (A Miniratna Cat-I Company)
 (A subsidiary of Coal India Limited)



Dt 24.06.2022

To
 All HODs
 CCL HQ
 Ranchi

Sub: Regarding on roll employees TA and Medical Bills

For the purposes of smooth processing of TA/ medical Bills, it has been decided that TA bills should be send to Payroll section along with duplicate copy. The duplicate copy of the bill will be returned to the concerned employee as an acknowledgement.

Also, for seamless processing of the above-mentioned bills, it has been decided that all the TA and medical bills should be supported by a checklist. The copy of the same is attached with the letter.

It is requested to all the HODs to ensure the compliance of the above before forwarding the same to EPR Deptt, Finance.

Yours Faithfully

HOD(F)- Corporate
 CCL, Ranchi

**SUPPORTING DOCUMENTS / CERTIFICATES REQUIRED FOR
PASSING A TA BILL- Normal Case**

1. Training programme letter/ Tour approval signed by the competent authority
2. Proof of Journey- Tickets, Boarding pass if travelled via Air
3. Training in abroad – Details required in format prescribed by CIL
4. Details- Whether Tour is residential or non- residential, if not mentioned in training letter
5. Distance in kilometre must be mentioned where ever required
6. When journey is performed by own vehicle, vehicle number must be mentioned
7. Star rating certificate of hotels stayed in during the tour must be given by the person concerned or by hotel authority
8. In case of Election duty TA, all appointment letters must be attached
9. In case of Medical TA advance, referral letter, journey proof and tickets must be attached.

**SUPPORTING DOCUMENTS/CERTIFICATES REQUIRED FOR PASSING
A TRANSFER TA BILL**

1. Transfer order copy
2. Release order copy
3. Joining letter copy
4. LPC/ Undertaking of No Transfer TA Advance
5. Truck challan copy
6. Non-availability of Company's Truck from last place posting for transportation of goods
7. Pay slip copy
8. How many persons travelled during the transfer in case of journey done by own car
9. Toll tax receipt / fuel receipt

**SUPPORTING DOCUMENTS/CERTIFICATES REQUIRED FOR PASSING
RETIREMENT TA BILL**

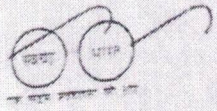
1. Retirement notice copy
2. Truck challan/ bill along with money receipt
3. Pay slip copy
4. Quarter vacation report
5. Certificate- As to how many persons travelled during the journey by car
6. Packing, loading, unloading bill with money receipt
7. Proof of permanent address as per service records

**SUPPORTING DOCUMENTS FOR PASSING A MEDICAL BILL -
NORMAL CASE**

1. Doctor's Prescriptions
2. Original cash memos with paid by me written on it.
3. Validity of medical card must be mentioned
4. Dependency certificate of the patient.
5. In case of referral cases, referral letter along with Doctor's appointment slip , cash memos.



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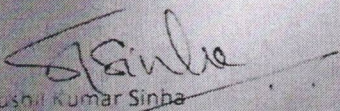


OFFICE ORDER

It has been noticed that a number of TA and medical Bills are kept pending at different tables of payroll section. There have been so many complaints regarding delay in payment of TA and Medical Bills.

To monitor the processing of bills in payroll section, all the dealing assistants and dispatch clerks are instructed to fill the attached format on daily basis and put up to Dy. Mgr (F)/Payroll before leaving the office.

Non compliance of above instructions will be reported to higher authorities and necessary action may be taken against the defaulter.


Sushil Kumar Sinha
HOD (F)- Corporate
CCL, Ranchi

Copy to:
GM(F)-I/c – For kind information.

