



WESTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)
Office of the Chief General Manager (Finance)
Coal Estate, Civil Lines, Nagpur-440001
Telephone/Fax : 91 0712-2512363



Ref. No.: WCL/Accounts/CGM(Fin)/2008/ 6077

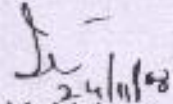
Date:- 24-11-2008

OFFICE ORDER

It has been observed by Vigilance that a workman has claimed TA/DA for official tour and LTC/LLTC for the same period. Further, the workman concerned had also deposited back the TA/DA advance without endorsement from the Controlling Officer and authorized Accounts Officials of the Unit/Area concerned.

In order to avoid recurrence of such irregularities, it is advised that :-

1. Controlling Officer at Unit/Area HQ / HQs, shall ensure proper maintenance of leave/duty records before approval of claims against LTC/LLTC and TA/DA of workmen.
2. Cashiers shall not accept any cash deposit without the advise of Controlling Officer and the concerned Accounts Officer of the Unit/Area HQ/HQs.


(I. M. Mehta),
Chief General Manager (Finance)

Distribution:-

- 1) All CGM/GMs of the Area.
- 2) All HODs, WCL(HQ), Nagpur

Copy to:-

- 1) The CMD, WCL, Nagpur : for kind information.
- 2) The Director (T/OP) / The Director (T/P&P), WCL, Nagpur : for kind information.
- 3) The Director (Finance) / The Director (Personnel), WCL, Nagpur : for kind information.
- 4) The Chief Vigilance Officer, WCL, Nagpur : for kind information.

Gmev)

CVO
25.11.08