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28/02/22



## वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का मिनी एल श्रेणी -1 उपक्रम)

Western Coalfields Ltd.

(A Miniratna Cat.-1 Government of India Undertaking)

कार्मिक एवं औद्योगिक संबंध विभाग

PERSONNEL & INDUSTRIAL RELATIONS DEPTT.

Ph. No. का/0 : 0712-2510439

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पंजीकृत कार्यालय : कोल ईस्टेट, सिविल लाइन्स, नागपुर - ४४०००१

CIN : U10100MH1975GOI018626

Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.

Website : westerncoal.nic.in

संदर्भ क्र. Ref. No : WCL/IR/SE/1991

दिनांक Date : 25/02/2022

प्रति,

समस्त क्षेत्रीय महाप्रबंधक,

वेकोलि क्षेत्र एवं केन्द्रीय कार्यशाला तडाली ।

Sub :- Systemic improvement suggested by Vigilance Department based on the gaps identified in processing of HRA and Travel Assistance to Non-executive employees.

महोदय,

Vigilance Department while examining a vigilance case has identified gaps in processing of payment of HRA and Travel Assistance to Non-executive employees and suggested following measures to avoid the recurrence of such cases in future :-

- 1) Employee should apply for HRA through proper channel and after considering the norms in place, the same may be decided.
- 2) Considering the amount of unauthorized occupations of quarters in Area instead of providing HRA to the employee especially for the rented/hired accommodation, they shall be made to stay in company's quarter. This will not only save the cost of the company for providing HRA but it will arrest the menace of unauthorized occupations of company property's as well.
- 3) There should be a methodology to prevent the wrong/unauthorized payment of HRA when husband and wife both happen to be employees and where any one of them is allotted a house, they shall not be entitled to HRA.
- 4) There is a need to assess the total quarters, quarters occupied, illegally occupied, the status of vacant quarters and the analysis of HRA being given to employees.
- 5) All administrative transactions should be through ERP (SAP) especially regarding any kind of payments to the employee.



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- 6) With respect to Travel Assistance (Home Town visit and Bharat Bhraman), it can be seen that the unauthorized payment was made due to posting of husband and wife at different units of the same Area. This should be prevented by adopting a system generated locking system when husband and wife both happen to be employees and where only one of them will be entitled for the Travel Assistance benefit.

You are requested to arrange for implementation of above systemic improvement measures on processing of payment of HRA and Travel Assistance to Non-executive employees as suggested by Vigilance Department in your Area. An ATR on compliance of these measures may please be submitted to this office latest by 15<sup>th</sup> March, 2022 positively.

भक्तिय,  
  
उप महाप्रबंधक (कार्मिक/औसं)

### प्रतिलिपि :-

1. महाप्रबंधक (खनन)/सतर्कता, वेकोलि मुख्यालय, नागपुर ।
2. निदेशक (कार्मिक) के तकनिकी सचिव, वेकोलि मुख्यालय, नागपुर ।
3. महाप्रबंधक (प्रणाली)/(वित्त)/(प्रशासन), वेकोलि मुख्यालय, नागपुर ।
4. समस्त क्षेत्रीय कार्मिक प्रबंधक, वेकोलि क्षेत्र एवं के. का. तडाली ।
5. प्रबंधक (का), औसं/एसई, वेकोलि मुख्यालय, नागपुर ।