

ईस्टर्न कोलफील्ड्स लिमिटेड
मुख्य सतर्कता अधिकारी का कार्यालय
बराचक हाउस, पोस्ट: सीतारामपुर,
जिला: प.बर्धमान, पिन-713359 (प.ब.)



सी.आई.एन - U10101WB1975GOI030295

वेबसाइट - www.easterncoal.gov.in

An ISO 9001, ISO 14001 & OHSAS 18001 Certified
Company

Eastern Coalfields Limited
Office of the Chief Vigilance Officer
Barachak House, P.O. Sitarampur,
Dist: Burdwan(W), PIN – 713359 (W.B.)

CIN – U10101WB1975GOI030295

Website – www.easterncoal.gov.in

Telefax: 0341 - 2250360

E-mail: cvo.ecl.cil@coalindia.in

REF.No. ECL/VIG/GM/17/NS-332/2019/2021/2085

Date: 27/11/2021

To
The General Manager (Systems)
Eastern Coalfields Limited

Sub: Uploading System improvement guideline regarding deduction of HRA & Electricity Charges

Dear Sir,

Enclosed please find herewith one Office Order regarding above cited subject, vide ref. no. ECL/CMD/C-6B/GM(P&IR)/2021/12, Dated: 12/04/2021, issued by GM(P&IR), ECL.

You are hereby requested to upload copy of office order on the website of Eastern Coalfields Limited. A line of confirmation may also be sent to the undersigned.

This is for your kind information & further needful action please.

Encl: As above in 03 pages

Yours faithfully


General Manager(Vigilance)
Eastern Coalfields Limited

ईस्टर्न कोलफील्ड्स लिमिटेड
(कोल इंडिया का एक अंग)
अध्यक्ष मह-प्रबन्धक निदेशक का कार्यालय
संक्टोरिया, पो-दिशेर्गढ़, जिला-बर्धमान,
पश्चिम बंगाल-713333
महाप्रबंधक(का/औ.स.) का कार्यालय
CIN-U10101WB1975GOI030295.
फैक्स- 0341-2523586.



EASTERN COALFIELDS LIMITED
(A Subsidiary of Coal India Limited)
Office of the Chairman-Cum-Managing Director,
Sanctoria, PO: Dishergarh,
Dist. Burdwan, West Bengal - 713333.
Office of the General Manager (P&IR).
CIN-U10101WB1975GOI030295.
Telefax- 0341-2523586.

140
19.4.21

Ref. No. ECL/CMD/C-6B/GM(P&IR)/2021/ 12

Date: 12.04.2021

OFFICE ORDER

As approved by Competent Authority the following system improvement guidelines are incorporated in the HRA rules of the company regarding deduction of House Rent Allowance and Electricity Charge from the salary of the employees. The following steps should be adhered to prevent irregularities in this regard henceforth:

1. Copy of office order for allotment of quarters must be circulated to concerned Finance Department and System Department along with copy of handover and takeover of quarters between the employees, so that HRA is stopped from the Salary Sheet of the concerned employees and respective electricity charges are deducted.
2. The handover of quarters and taking over of quarters must be in writing duly authenticated by concerned officers authorized for that. The copy must be sent to concerned Finance Department and System Department.
3. Quarterly verification is required to confirm whether stoppage of HRA is implemented and it would be done jointly by the concerned Finance Department and Personnel Department.
4. Yearly Audit should be conducted by Finance Department in this respect.
5. Rules may be implemented so that employees would become liable to inform regarding possession of his quarters within 07 days of taking possession of quarters.
6. "Individual Employee shall also be made responsible. If anyone gets payment of HRA for which the employee is not entitled, must inform to the concern Finance in writing."
7. In case of employees if the period of unauthorized absence is 15 days or more in a month, no HRA will be payable for the month. In case of unauthorized absence of less than 15 days in a month, the payment of HRA shall be done on proportionate basis in that particular month.

In view of above, the fixing of responsibilities is recommended below:

Sl. No.	Proposed Action	Responsibilities	Role of the responsible Officer Concerned
1.	Allotment of Quarters to eligible employees	<p><u>In case of Unit/ Area:</u> In-charge of Personnel Department.</p> <p><u>In case of HQs.:</u> In-charge of Welfare Department.</p>	<p>1) Allotment of vacant quarters is to be made through Housing Committee and in accordance with House Allotment Rules of company.</p> <p>2) Allotment of Quarters should be made to the eligible applicant one month's before from the expected date of its vacation.</p> <p>3) It is to be ensured that no Quarter of the company remains vacate after obtaining vacant possession from its earlier occupant.</p>

2.	Issuance of Office Order for allotment of Quarters & its proper distribution among the related departments.	<p><u>In case of Unit/Area:</u> In-charge of Personnel Department.</p> <p><u>In case of HQs.:</u> In-charge of Wage Board Establishment in case of Non-Executive employees & In-Charge of Administration in case of Executives.</p>	<p>1) In the Office Order following conditions are required to be imposed along with other existing conditions.</p> <p>* Allotee is required to inform to the Personnel Admin Department (as the case may be) endorsing copy to Finance within seven days of taking possession with a request for stoppage of HRA and deduction of Electricity Charges. Despite of this if HRA is not stopped then the concerned employee is to bring this matter under knowledge of the concerned Finance department in writing.</p> <p>* It is the responsibility of the concerned employee to inform in writing before two months of vacating the company's quarter to In-charge of Personnel & Security in case of Unit / Area. In case of HQs. to Welfare Department & Security Department.</p> <p>2) Copy of House allotment order should invariably be distributed to Finance, System & other related Departments for their information and needful action towards stoppage of HRA & deduction of Electricity Charges etc.</p>
3.	Handover & taking over of Company's Quarters.	<p><u>In case of Unit/Area:</u> In-charge of Personnel Department & Security.</p> <p><u>In case of HQs.:</u> In-charge of Civil and Security Department for both the cases of Non-Executives and Executives.</p>	<p>The report of handover & taking over of company's quarter should be distributed among the related Departments in writing especially to Finance, System & Welfare Department as the case may be for their information & further needful action.</p>
4.	Maintenance of Register	<p><u>In case of Unit/Area:</u> In-charge of Personnel Department & Civil Department.</p> <p><u>In case of HQs.:</u> In-charge of Civil Department and Security Department.</p>	<p>1) Registers should reflect type of Quarter with its Identification number; Name of the employee to whom quarter is allotted along with his designation, U. Man No. & Place of Posting.</p> <p>2) Register should also reflect status of HRA paid or not against each name. If paid as per provision of NCWA then its reason should be clearly mentioned.</p>

5.	Quarterly verification as regard to implementation of stoppage of HRA & deduction of Electricity Charges etc.	<p><u>In case of Unit/ Area:</u> In-charge of Finance & Personnel Department.</p> <p><u>In case of HQs.:</u> In-charge of Finance, Systems Department & In-charge of Wage Board Establishment Section (In-charge of Admn. in case of Executives).</p>	Concerned officials shall verify the matter jointly and ensure stoppage of HRA & deduction of Electricity charges etc. in respect of each employee allotted with company's quarter as per rule of the company.
6.	Yearly Audit	Finance Department of Unit / Area and HQs. as the case may be	Audit should be made covering the whole aspect of House allotment & stoppage of HRA and deduction of Electricity charges etc.
7.	Status of quarter and payment of HRA in LPC. (in the case of transfer of an employee)	Personnel Manager/ Finance Manager of the Unit/Area/ Establishment/ HQs as the case may be.	<ol style="list-style-type: none"> 1. The status of quarter mentioning the applicability of payment of HRA to be clearly mentioned in the LPC. 2. HRA to be stopped immediately in his previous place of posting. 3. The LPC to be released within one month of transfer.

Needful action may be taken accordingly.

P. K. Srivastava

(P.K.Srivastava)

General Manager (P&IR),

Copy for information-

D(T)OP/D(P)/D(F)/D(T)PP, ECL- for kind information.

GM(T&MS)/TS to CMD, ECL- for kind information.

GM (Systems), ECL

GM (W&CSR), ECL- with a request to incorporate the above in the HRA Rules of the company.

GM (Civil), ECL

General Manager (Security), ECL.

Dy. GM (Admn), ECL HQs.

Dy. GM (Town Administration Department), ECL HQs.

GM/ GM (Rescue)/GM (HRD)/GM (E&M)/ CMS (Admn), All Areas/MRS/HRD/Workshops & Hospitals.

Area Personnel Manager/Personnel Manager, All Areas/Workshops & Hospitals.

Sr. Manager (P/WBE), ECL HQs.

Mugma