

FROM : DIRECTOR (HR&LEGAL)	TO: ED, KALOL UNIT SR. GM – PARADEEP UNIT / PHULPUR UNIT / KANDLA UNIT/ AONLA UNIT
REF.NO.HO/PERS/ESTT/71	


25.10.2016

**Sub: Non-submission of TA Bills in time.**

Attention is invited to Managing Director's instructions dated 13<sup>th</sup> June, 1996, wherein it is clearly mentioned that TA Bills must be submitted within a week after completion of journey, failing which the matter will be viewed seriously.

It is, however, noted with constraint that many employees do not comply with the above instructions. It is, therefore, being brought to the notice of all concerned that since submission of TA bills is now on line, the matter is being monitored closely. Adverse entry will be made in the Annual Appraisal reports of employees not complying with the instructions.

It is also being considered to stop the salary payment to such employees who do not submit their TA Bills within the prescribed period of 7 days from the date of completion of journey. However, before taking this step, the matter may be brought to the notice of all concerned.

  
( R.P. SINGH )

Copy to : Jt. MD  
Dir(T)/MKD/Dir(S&JV)/Dir(IT Serv.)/Dir(CD&ESP)  
All Sr. EDs/All EDs/CVO  
Sr. General Managers/General Managers  
All Joint General Managers  
All SMMs