

# **RURAL ELECTRIFICATION CORPORATION LIMITED**

( A Government of India Enterprise )

Core-IV, SCOPE Complex, 7-Lodi Road, New Delhi – 110003

## **VIGILANCE DIVISION**

No: REC/Vig./ii(319)/2004/237

Dated: October 12 '2004

### **CIRCULAR NO. 4/2004**

Random scrutiny of some TA/Medical claims has revealed that in some cases small amounts have been allowed in excess of eligibility on account of boarding/lodging/local conveyance etc. This may happen inadvertently because of a variety of reasons but this still reflects poorly on the existing system of controls and verification of claims. In order to obviate such lapses, the following steps may be ensured while preferring TA claims :-

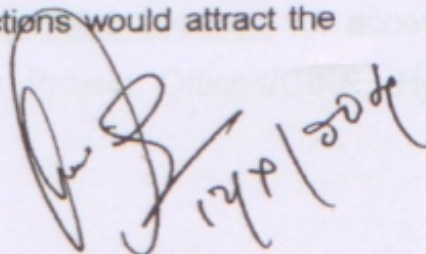
- i) The touring officer should submit a tour diary on a separate sheet indicating therein the details of the tour performed, mode of transport used, category/class of travel, date & time of departure and arrival, details of facilities availed and paid by the Project Office or any other agency. This should be duly signed and be a part of the TA claim.
- ii) All Project Offices, making arrangements and payments for the stay of the officer, should immediately intimate the details to his personal staff over fax, including a copy of the hotel & transport bill.
- iii) Personal staff of the touring officer shall prepare the TA claim, and must ensure that the details of boarding/lodging/local conveyance charges etc. are mentioned in the TA claim.
- iv) The TA Bill Section, Finance Division shall open personal ledgers of all touring officers to record their expenditure on tour, during a particular year. The ledger should contain details of all tours performed by an officer, irrespective of whether or not any advance was drawn, whether expenses on tour were paid in cash or by credit card by the officer himself or by the Project Office. In case any expenditure is incurred by an agency other than REC, the same should be specifically mentioned in the personal ledger.
- v) Project Offices making payments directly to hotels must ensure that payments are made strictly in accordance with the eligibility of the touring officer, and if any inadmissible amount has been booked, it should be recovered from the officer and an intimation to this effect given to the personal staff as well as TA Section.

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- vi) Even with procedural changes, it would be the ultimate responsibility of the concerned section to process and pass payments or otherwise, claims under all heads, including TADA strictly according to the rules and eligibility.

Any omission/commission from the above instructions would attract the provisions of REC (CDA) Rules.

This issues with the approval of CMD.



(V.K. Sharma)  
Chief Vigilance Officer

Copy to :

1. AD to CMD, REC
  2. All Functional Directors, REC
  3. All Executive Directors, REC
  4. All General Managers/Company Secretary, REC
  5. All Chiefs of Divisions, REC
  6. All CPMs, REC POs/Addl. Director, CIRE Hyd
  7. All Dy. Chiefs, REC
  8. TA/Medical Section
- } With a request to bring  
} contents of the above  
} circular to the notice of  
} officers working under  
} their control.