

VIGILANCE ALERT

No. : 04/2024

Date : 09.02.2024

Sub: Vigilance alert for Uniformity in auditing and payment of TA/Medical bills of onroll employees in all Areas of CCL

During periodic inspection of one of the areas of CCL, vigilance team noted that TA bills are checked and modified by personnel/administration department of that area. This has led to some employees incurring underpayments for their TA bills. It is crucial to emphasize that bill auditing falls under the purview of the finance department, and other departments should not undertake such tasks. Additionally, it was observed that off-cycle run is not executed in the HCM module for TA/Medical bill payments causing delays in payments of the same to onroll employees.

In view of above observations, following measures may be undertaken by areas to streamline the process of TA/Medical bill auditing and payment process :

1. The auditing of TA/Medical bills should be exclusively handled by the Finance department of each Area.
2. The role of personnel/administration department in TA/Medical bill processing shall be limited to verifying grade and basic details only.
3. Two off cycle run must be executed in HCM module during a month to reduce the amount of time required for processing of TA/Medical bills.
4. Appointing a nodal officer from the finance department in all areas, similar to those appointed in CCL HQ for payroll activities such as employee tax deductions, which require expertise from the finance department.

PK 9/2/24
(Pankaj Kumar, IRTS)
Chief Vigilance Officer/CCL

Copy To:

1. Chairman cum Managing Director/CCL – For Kind Information
2. Director (Pers.)/(Fin.) - For Kind Information and Further Necessary Action
3. All Area General Managers – for necessary action
4. All Concerned – for necessary action