

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

सी.आई.एन - U10101WB1975GOI030295
वेबसाइट - www.easterncoal.gov.in

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

CIN - U10101WB1975GOI030295
Website - www.easterncoal.gov.in

Telefax: 0341 - 2250360
E-mail: cvoccl@gmail.com

Ref. no. ECL/CVO/VIG 15-14/2017/322

Dated: 29/03/2017

To
The Chairman cum Managing Director,
Eastern Coalfields Limited, Sanctoria,
Post: Dishergarh,
Dist: Burdwan,
Pin: 713333.

**SUB: "System Improvement measures for prevention of Irregularities and
Misuse in granting LLTC in ECL"**

Dear Sir,

For prevention of irregularities and misuse in granting LLTC in ECL the then CMD, ECL opined dated 08.05.2014 for suggesting system improvement in this regard. Accordingly, an investigation has been carried out relating to LLTC claimed by executives posted in ECL during the period 01.04.2011 to 31.03.2014 and it has been observed that for settlement of LLTC claims, existing rules and guidelines relating to Coal India Executives Leave Travel Concession Rules 2010 has been followed. However, for prevention of irregularities and misuse in granting LLTC, a system improvement measures have been formulated which is enclosed herewith.

You are requested to approve the same and also for doing the needful for circulation in ECL.

Yours faithfully,


(D. B. Singh)
Chief Vigilance Officer, ECL

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

सी.आई.एन - U10101WB1975GOI030295
वेबसाइट - www.easterncoal.gov.in

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

CIN - U10101WB_975GOI030295
Website - www.easterncoal.gov.in

Telefax: 0341 - 2250360
E-mail: cvoecl@gmail.com

Ref. no. ECL/CVO/VIG 15-14/2017/4 21

Dated: 14 .04.2017

✓ To
The Director (Personnel),
CMD's Office, ECL, Sanctoria,
Post: Dishergarh,
Dist: West Burdwan,
Pin: 713333.

**SUB: "System Improvement measures for prevention of Irregularities and
Misuse in granting LLTC in ECL".**

Dear Sir,

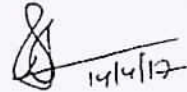
An investigation has been carried out from our end relating to LLTC claim during the period 01.04.2011 to 31.03.2014 of the executives posted in ECL and it has been observed that, a system improvement is required for settlement of LLTC claims, in addition to existing rules and guidelines of Coal India Executives Leave Travel Concession Rules 2010, for prevention of irregularities and misuse in granting LLTC.

In this regard, certain system improvement measures have been proposed by Vigilance department and placed before CMD, ECL for approval. CMD, ECL has noted "D(F) / D(P) to ensure system improvement as suggested".

A photocopy of the approved noting sheet (relevant portion) is enclosed herewith for your perusal and implementation as directed by CMD, ECL

Encl: i) Photocopy of the noting sheet (relevant portion)
approved by CMD, ECL
ii) System improvement proposed by Vig. Deptt.

Yours faithfully,



(D. B. Singh)
Chief Vigilance Officer
Eastern Coalfields Limited

SYSTEM IMPROVEMENT

A System improvement has been formulated for prevention of "Irregularities and Misuse in granting LLTC". This is in addition of Coal India Executives Leave Travel Concession Rules 2010.

It is suggested that :

1 (a) For availing LLTC, an employee/executive should take the competent approval for leave mentioning the place of destination of journey.

b) For happening any abnormal situation (such as natural / climatic reason etc.) during the journey, if the place of destination could not be travelled, a fresh approval mentioning the reasons of new destination place should be taken after joining the office.

c) For availing lower rate of air ticket(s), it should be purchased after obtaining approval of leave for LLTC, as early as possible.

2 (a) For availing LLTC, air tickets should be purchased directly from Airlines authority/ IRCTC using employees own e-mail address. However, if air tickets are purchased from Travel agents / outside agencies, airfare for each person should be substantiated by the employee / executive, otherwise the claim will be settled considering the shortest route and average rate of airfare obtained in the official site of Air India on the bill passing date.

b) Air tickets should clearly indicate airfare only and should not include hotel charges etc.

3. If an employee / executive travel to the place of destination via different place(s) and / or return to the places from where the journey was started via different place(s), airfare will be allowed / paid considering the shortest route and average rate of airfare obtained in the official site of Air India on the bill passing date.

However, Rule 4.2.2 of Coal India Executives Leave Travel Concession Rules 2010 will also be applicable.

4. If journey is conducted partly by rail/ship and partly by air then for rail / ship journey, claim will be processed as per the concerned rule relating to entitlement on submission of tickets and for airfare claim will be settled as per procedure mentioned under Para 2 and 3 above.