



... .. Shrivastava.

EASTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

Sanctoria, P.O. Dishergarh,
Dist. Paschim Bardhaman, State-WB, India

Ph.No-0341-2523795, Fax - 0341-2523906

CIN-U10101WB1975GOI030295.

E-mail - dp.ecl.cil@coalindia.in

Ref. No.ECL/D(P)/Circular/47/79

Date: 16.06.2020

To,

The General Manager, All Areas

CMS(I/C), CH Kalla,

GM(P&IR)

HOD, All workshops

Sub: House Rent Allowance.

Dear All,

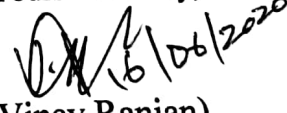
We would like to bring to your notice that during a recent enquiry done by Vigilance department, it was found that wrongful HRA has been paid to some employees. The employee was drawing HRA for residing in a non standard quarter but later on it was found that the allotted quarter has latrine and bath and therefore, it was beyond the purview of entitlement for HRA.

Therefore wrongful payment of HRA should be stopped immediately. Accordingly you are advised to ascertain the following:

- *A cross functional committee should be constituted at each Area consisting of executive from Mining, Civil, Personnel & Finance discipline.*
- *The committee will examine the eligibility of HRA to the employees of the Area in totality in accordance with the guidelines of the company.*
- *Steps for stoppage of HRA, if found not eligible, after examination of the committee is to be taken immediately.*
- *Similarly, recovery of excess HRA paid wrongly, if any, should also be made.*

In view of the above, you are requested to take immediate action in this regard and send an Action Taken Report on the issue.

Yours faithfully,


(Vinay Ranjan)
Director (Personnel)

C.C to:

1. CMD, ECL- for kind information.
2. All FD's, ECL
3. CVO, ECL