



OFFICE OF THE CHAIRMAN-CUM-MANAGING DIRECTOR

NORTHERN COALFIELDS LIMITED

(A Mini Ratna Company)
P.O. Singrauli Colliery
Dist. Singrauli(M.P) 486889

प्रति/दिनांक: 8406
दिनांक: 29/12/14

NCL/VIG/Systemic_Improvement/15/2014/1460

Date: 23.12/2014

ORDER

It has been observed during the investigation of a case that some officers have booked the tickets/taxi/hotel from the travel agent during the official visit. The payment was made in cash to travel agent without getting the receipt of the same and collected bills without details of payment made. In some cases payment for ticket/taxi/hotel charges was made by other party and collected the bills only. They claimed the amount of the bill for reimbursement to NCL with self certificate as "payment made by me".

To avoid such occurrence, all concern should ensure to get the cash receipt from the concerned agency who had issued the bill for tickets booking / arranging the vehicle / hotel stay for official works for payment made by him in cash/cheque/DD/credit/debit card. As far as possible the payment should be made to the agency by cheque/DD or through credit/debit card and receipt of payment should be collected and produced at the time of submission of bills for claim/ reimbursement against official tour & other tour.

This is to be strictly complied by all concerned from immediate effect.

(T. K. NAG)

**Chairman-cum-Managing Director
NCL, Singrauli**

Copy to –

1. Director (P), NCL.
2. Director (T/Oprn), NCL
3. Director (F), NCL
4. C.V.O. NCL
5. TS to CMD, NCL.
6. All HOD NCL Head Quarter, Singrauli - for wide circulation.
7. All projects CGM/GM including CWS, CMC/CWS, CMS/ NSC, Jayant, Incharge IWSS/KHD – for wide circulation in the project.
8. AFM, HQ/ All Projects.
9. S.O.(Personnel) All project.
- ✓ 10. G.M. (System) – Arrange to Upload the order on NCL Website under Information –Internal Circulars.