



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/पे & अलावनसेस/15/5214 दिनांक:-28/30.05.2018

प्रति,
सर्व संबंधित

स्थापना नियम सं.-149/2018

विषय:- Procedure/Model Time-schedule for expeditious payment of TA, OTA & CTG to staff.

As per the 'Charter of Commitment' issued by Board vide Estt. Rule No. 207/2017, sanction of TA/OTA/CTG is to be done within 45 working days from the date of receipt of claim from employee and disbursal to be done with salary in the next billing cycle (as applicable.).

In order to complete the procedure of passing and disbursing of the claims of TA/OTA/CTG within the prescribed time period, a Procedure order/Model Time-Schedule is enclosed as ANNEXURE. This should be strictly followed by HQs/Divisions/WSs.

The Procedure order/Model Time-Schedule is being issued with the approval of PCPO and FA&CAO (F&B).

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं CPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-


Web-site-

Home page—About us—Department—Personnel—Estt. Rules.

Share Folder-

Home page—html—Estt. Rules

संलग्न:- यथोक्त.


(प्रदीप मिश्रा)

वरिष्ठ कार्मिक अधिकारी (एच.आर.डी.)
कृते प्रधान मुख्य कार्मिक अधिकारी

Procedure/Model time schedule to be followed for expeditious payment of TA/OTA-CTG to staff within the time limit as per Charter

**Ref:-Board's letter No. E(G) 2017/Employees/Charter/1,
dated 25.10.2017, RBE No. 157/2017 [Estt. Rule No. 207/2017]**

In order to complete passing and disbursing of the claims of TA/OTA etc within the time limit for sanction within 45 working days prescribed as per the Item No. 15 of the 'Charter of Commitment', following time schedule should be strictly followed by HQs/Divisions/Ws:-

Procedure Order/Time schedule for the expeditious payment of TA/OTA/CTG to staff:-

Sr. No	Particulars	Time Limit	Remarks
1	Preparation of OT Vouchers in units (details of extra hours of work done by staff)	Within 15 days after completion of OT period	The OTA Vouchers should be prepared in units and forwarded to Unit Supervisor within 15 days after OT period.
2	Checking/verification and signing of OT Vouchers/TA-CTG claims by Unit Supervisor	Within 07 days	The OT Vouchers/TA-CTG claims should be checked and signed by Unit Supervisor and forwarded it to Controlling Officer within 07 days after receiving claim.
3	Checking and signing OT Vouchers/TA-CTG claims by Controlling Officer	Within 03 days	The OT Vouchers/TA-CTG claims should be checked and signed by Controlling officer and forwarded to Personnel department within 03 days.
4	Submission OT Vouchers/TA-CTG claims to concerned Bill Section in consolidated manner.	Within 03 days	The OT Vouchers/TA-CTG claims of staff should be sent to Bill section in consolidated manner, after getting signed by Controlling Officer, within 03 days
5	Checking of OT Vouchers/TA-CTG claims and Preparation of Bills by Bill Clerk	Within 03 days.	After receiving OT Vouchers/ TA-CTG claims from the unit, the Bill Clerk should check them and prepare bill for payment within 03 days.
6	Submission of OT/TA-CTG Bills to Associate Finance for passing	Within 02 days	The OT/TA-CTG Bills should be submitted to Finance for passing within 02 days. <i>However, if certain cases are required to be put up to DRM/CWM/PHOD for perusal, the bills to be sent to Finance after completing formalities within 07 days.</i>
7	Checking & passing by Associate Finance and returning to Bill Clerk	Within 05 working days	Associate Finance will check and pass the bills and return them to Bills Section within 05 working days, if found in order.
8	Drawing of OT/TA-CTG claims through salary bill	-	The OT/TA-CTG will be drawn Through current salary bill, if possible, otherwise in next bill cycle (as the case may be) positively.

This has the approval of PCPO and FA&CAO (F&B).


Dy. CPO (HQ)

30-5-18


Dy. FA&CAO (G)