

E.C.RAILWAY

NO. PB/TA-OTA-NDA/2020

Dhanbad dated: - /12/2020

**All Concerned
E.C. Rly. Dhanbad**

**Sub-Join Procedure Order (JPO) for Control on expenditure related to
TA/OTA and NDA.**

-----X-----

A copy of Join Procedure Order (JPO) dated.20/10/2020 for Control on expenditure related to TA/OTA and NDA of Dhanbad division is enclosed herewith for information and necessary action please. The same is uploaded in the Railway Website: -

ecr.indianrailways.gov.in -> DHANBAD -> PERSONNEL -> Then click the link.

In view of the above, all Units/Depot. may be advised to download the copy of JPO and act accordingly.

Signed by Kavindra Kumar
Das
Date: 21-12-2020 10:31:44
Reason: Approved

**For Divisional Railway Manager(P)
E.C.Railway,Dhanbad.**

E.C.Railway

No-PB/TA-OTA-NDA /2020

Dhanbad, dated 20/10/2020

All concerned

Dhanbad Division

E.C.Railway

Sub-Control on expenditure related to TA/OTA and NDA.

Ref- ADRM/DHN's letter No- PB/TA-OTA-NDA /2020, dated 13.05.2020

Due to COVID-19 pandemic, earnings of Railways are severely affected and accordingly ordinary working Expenses (OWE) for 2020-21 have been substantially reduced. Thus, there is an urgent need to have austerity measures on controllable revenue expenditure like TA, OTA & NDA, following manner are to be taken to control expenditure in TA, OTA & NDA superseding the instruction issued vide letter under reference above.

1. The officers/employee should submit their TA bill as per illustration given below:-

Illustration:-

Suppose TA for the month of March/2020, staff will submit TA voucher to his depot In-charge latest by 30.04.2020. Depot supervisor/In-charge submit the TA after scrutiny to his respective Branch Officer by 15th May/2020. Branch Officer to scrutinized and get approval of ADRM/DRM as applicable and submit to finance by 5th June/2020. Finance will return the same after vetting to Personnel Branch by 15th June/2020. The said TA will be paid in the same month i.e June/2020. This proposes will be strictly followed regularly.

TRAVELLENIG ALLOWANCE :-

- 1.1 TA submitted after the 60 days will not be entertained in any case except on written justification furnished by the BOs and agreed & approved by DRM.
- 1.2 The Executive department should ensure that all the TA of the previous month are submitted directly to the Accounts Department in one bunch for pre-check latest by 5th of the following month under the signature of Gazetted Officer.
- 1.3 TA bills which are in proper order will be vetted by the Accounts by 15th of the same month and will be sent to Personnel Department for payment with the salary of same month.
- 1.4 The TA bills which are not in proper order and needs clarification etc may also be return by 20th of the same month by Accounts directly to the Executive who in-turn will ensure that all the observation of Accounts are adequately replied at the earliest and resubmitted not later than 5th of next calendar month.(example if Account return bill by 20th June than executive will resubmit it by 5th July)
- 1.5 Personnel Department will ensure the payment of pre-checked claims of TA through salary bill of the ensuing month.

Approved. May be issued.
S. DRM & S. DPO
20/10/2020
DRM

- 1.6 TA should not be paid normally for more than 10 days to any officer and staff in a single calendar month. TA claimed for more than 10 days and up to 15 days will require personal approval of ADRM with proper justification. TA should not be normally permissible beyond 15 days. However, in unavoidable circumstances, if TA claimed is more than 15 days, it will require approval of DRM on proper justification furnished by BOs. The proposal to DRM should be routed through ADRM

Illustration:-

Suppose an executive department receive 'X' no of TA Claims from employees for the month of March/20, now the role of different actor involved in the passing of TA along with target date will be as:

ACTOR	Role	Target date
Staff Concerned	Submitted TA to Depot Incharge	30 th April 2020
Depot In-charge	To submit TA in respective BO's	15 th May 2020
Executive department	To submit all TA bills to account in one bunch	5 th June 2020
Executive	To put TA in one bunch to ADRM that require approval of ADRM (above 10 day TA)	10 th June 2020
Account	To vet the all proper TA bill and send it to Personnel department	15 th June 2020
Account	To return all non proper TA bills with observation to executive department un-vetted.	20 th June 2020
Personnel	Payment of vetted TA bill	Payment will be done in salary of June 2020
Executive	Reply on observations of the Account with respect to TA bills that are returned by Account	5 th July 2020

- 1.7 TA bills requiring approval of ADRM/DRM should be submitted in one bunch with a summary and personal recommendation of the concerned Branch Officer. These TA bills should be put up to ADRM/DRM for their approval within 15 days of next calendar month i.e. TA of the month of March'20 should be put up to ADRM/DRM latest by 30th May'20. TA bills submitted after schedule time will be kept in abeyance and responsibility will be fixed on concerned officials for late submission.
- 1.8 For official purpose, if any vehicle required to send outside division, approval of ADRM will be required.
- 1.9 Approval of ADRM will be required to send staff on trainings other than mandatory trainings.

- 1.10 No staff should be sent on duty outside the division (except ECR/HQ in exceptional cases) without the prior approval of ADRM.
- 1.11 Staff from field should not be normally deputed to DRM office to hand over dak etc. E-Office & Mail should be used to send such dak.
- 1.12 To control expenditure on TA, barest minimum of staff should accompany officer during inspection. Track maintainers from one unit should be deputed to assist another unit only in exceptional circumstances like emergency, major traffic block etc.

2. Overtime allowance:-

- 2.1 Normally no OTA should be payable to any staff. Respective BO's shall take necessary action & effective measures to ensure this.
- 2.2 However, if payment of OTA is unavoidable, it shall be paid only after the personal approval of ADRM. All such OTA bills will be put up to ADRM in one bunch with summary, brief justification and personal recommendation of the concerned Branch Officer.
- 2.3 These OTA bills should be put up to ADRM for his approval within 15 days of next calendar month i.e. OTA for the month of June' 20 should be put up to ADRM latest by 15th July' 20. OTA bills submitted after schedule time will be kept in abeyance and responsibility will be fixed on concerned officials for late submission.
- 2.4 OTA bills submitted after 60 days of actual overtime performed to Executive department will not be considered except on written justification furnished by the BOs and agreed & approved by DRM.
- 2.5 After approval of OTA by ADRM, executive department will send the OTA bill to Accounts department and the process of passing OTA bill will be same as of the TA bill.

Illustration:-

Suppose an executive department receive 'X' no of OTA Claims from employees for the month of March/20, now the role of different actor involved in the passing of OTA along with target date will be as:

ACTOR	Role	Target date
Staff Concerned	Submitted OTA to Depot Incharge	30 th April 2020
Depot In-charge	To submit OTA in respective BO's	15 th May 2020
Executive	To put OTA in one bunch to ADRM that require approval of ADRM	30 th May 2020
Executive department	To submit all OTA bills to Account in one bunch	5 th June 2020
Account	To vet the all proper OTA bill and send it to Personnel department	15 th June 2020
Account	To return all non proper OTA bills with observation to executive department	20 th June 2020

Personnel	Payment of vetted OTA bill	Payment will be done in salary of June 2020
Executive	Reply on observations of the Account with respect to OTA bills that are returned by Account	5 th July 2020

3. Night DUTY ALLOWANCE

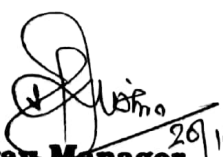
- 3.1 NDA is payable to only those staff who are performing essential duties during night from 22 Hrs to 6 Hrs.
- 3.2 No staff should be booked in the night for non essential duties other than related to train operations. Such works should be postponed for next day, without hampering the train operation and essential services.
- 3.3 Even if booking of staff in night shift is necessary, the number of staff should be kept to bare minimum.
- 3.4 For roster/link based duty, NDA will be directly submitted by concerned executive department in one bunch to Personnel department duly signed by Gazetted officer of concerned department, provided that the maximum claim for the NDA will be 15 hour in a month for an employee. Claim above this will require the approval of ADRM on the recommendation of BO's.
- 3.5 For passing the NDA for employee performing non roster/link duty, following process will be followed:-
 - a) For up to 5 hour claim of NDA for an employee in a month, Executive department can submit claim in one bunch to the Personnel department duly signed by Gazetted officer of concerned department.
 - b) For more than 5 hour claim of NDA for an employee in a month approval of the ADRM is required based on recommendation of BOs.
 - c) In any case ceiling limit for NDA will be 10 hour for an employee in a month for performing non roster/link duty.
- 3.6 The certification of roster/link duty with respect to NDA will be given by the concern Branch Officer to Personnel department.
- 3.7 The Executive department should ensure that all the NDA of the previous month are submitted directly to the Personnel department in one bunch latest by 10th of the following month duly approved by Gazetted Officer of concerned branch.
- 3.8 Those NDA claims that require approval of ADRM should be sent to ADRM in one bunch within 15 days of next calendar month by executive department i.e. NDA for the month of March'20 should be put up to ADRM latest by 15th April'20. NDA bills submitted after schedule time will be kept in abeyance and responsibility will be fixed on concerned officials for late submission.

4. Salary, TA, OTA & NDA of staff deployed during construction & NI of projects being executed by Construction/ RE/RVNL/IRCON/DFCCIL should be charged to respective organization. Debit of these expenses should be raised in the following month positively i.e. debit for the month of June' 20 should be raised in July' 20.
5. Exception report of highest 10 earners of TA/OT/NDA, department wise, should be prepared by Finance department in the first week of following month and to be circulated to all concerned BO's & ADRMs. Besides, these details of highest 10 earners of TA/OT/NDA, overall on division, should be prepared and put up to DRM. Department wise summary statement of payment of all such allowances should also be put up to DRM in the first week of the following month by Finance Department.
6. No OT/TA/NDA of 2019-20 will be accepted for payment as 6 month of new Financial year 2020-21 has already passed.
7. For monitoring control on expenditure of TA/OTA/NDA, department wise nomination of ADRM is as under.

SN	Officers	Department.
1.	ADRM/Infra/DHN	Finance, Engineering, Personnel, General Administration & Stores.
2.	ADRM/BRKA	Electrical, Mechanical & S&T.
3.	ADRM/OP/DHN	Medical, Security, Transportation, Commercial, Coal Commercial, Rajbhasha & Safety.


Sr.Divl. Finance Manager
East Central Railway, Dhanbad


Sr.Divl. Personnel Officer
East Central Railway, Dhanbad


Divl. Railway Manager
East Central Railway, Dhanbad