

मध्य रेल



मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

संख्या: SUR/P/SBMW(TA)

दिनांक: 29/10/2024

सभी सम्बंधित: सोलापुर मंडल
सभी शाखा अधिकारी: सोलापुर मंडल

Sub: Submission of TA Journals (NG Staff) Solapur division.
Ref: This Office earlier letter No.SUR/P/SBMW dated 30/07/2019

उपर्युक्त विषय पर इस कार्यालय द्वारा पूर्व में जारी पत्रांक SUR/P/SBMW दिनांक 30/07/2019 के आलोक में एकबार पुनः सभी को सूचित करवाया जाता है कि इस पत्र में निर्दिष्ट दिशानिर्देश का शब्दसः अनुपालन नहीं किया जा रहा है जिसके कारण लेखा विभाग को यात्रा भत्ता भुगतान में कठिनाई उत्पन्न हो रही है, कृपया इस पत्र में जारी दिशानिर्देश का शब्दसः अनुपालन करते हुए इस कार्यालय को यात्रा भत्ता बिल्स भुगतान के लिए भेजने की व्यवस्था करें।

विशेष जानकारी के लिए उपरोक्त सूचना सोलापुर मंडल की वेबसाइट: www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us> Divisions > Solapur > Personnel > Notification सेक्शन में देखें।

अनुलग्नक : यथोक्त।

कृते मंडल रेल प्रबंधक (कार्मिक)
सोलापुर

प्रति :

DRM, ADRM सोलापुर: कृपया सूचनार्थ।

Sr. DFM सोलापुर: कृपया सूचनार्थ।

सभी डिपो एवं TA dealing staff सोलापुर: कृपया सूचनार्थ एवं आवश्यक कार्यार्थ।

मंडल सचिव: NRMU, CRMS, AIOBCREA & AISCSTREA: सोलापुर, कृपया सूचनार्थ एवं व्यपक प्रचार हेतु।

Central Railway.

No. SUR/P/SBMW

D.R.M.'s Office,
Personnel Branch, Solapur.
Date : 30/07/2019

Sr. DEE, Sr. DEN (Co) , Sr. DME , Sr. DOM, Sr. DCM, Sr. DSTE, Sr. DMM,
Sr. DSO/SUR

Sub : Submissions of TA Journals (NG Staff) Solapur Division.

Ref : i) Railway Bd's Lr. No. 2015-B-215 dated 21/07/2017
ii) Rly. Bd's Lr. No. F(E)/I/2018/AL-28/29 dated 23/03/2018.
iii) This Office Lr. No. SUR/P/SBMW/TA dated 08/07/2019.

In continuation to this office Letter of date 08/07/2019 & with reference to above subject, procedure for submission of TA Journals duly signed by competent authority upto 5th of every month is not being followed by concerned departments. Due to this further submission of TA Journals for vetting is delayed and for non payment of such claims unrest amongst the staff & Unions payment items are unnecessarily incurred. Instructions time to time are issued but same is not followed. For smooth and hasslefree payments of such claims all such TA Journals alongwith summary of such staff is to be submitted by 5th of every month (Format of summary linked). Personnel Branch staff will check the No. of Journals submitted according to summary attached and discrepancy if any viz name in summary but TA journals is not attached, no signature of competent authority on TA Journals no sanction of branch officer for TA journals more than 15 days etc. in term's Rly. Bd's Lr. No. quoted in reference (i) [copy enclosed] such " All TA/DA to be approved by the controlling Officers and a summary report on all TA/DA for more than 15 days in a month to be put up to DRM/CWMs in the field and to PHOD in HQrs for perusal."

TA journals for claimants working in pay level 6th & above (GP 4200 and above) should be in duplicate, original copy tagged in a separate bundle for submission of Account for verification & vetting.

Further with reference to Item No. (ii), consequent upon the issuance of General Financial Rule (GFR) -2017, vide Rule 290 of GFR, time limit for submission of claim for Travelling Allowance (TA) has been changed from One year to 60 days succeeding the date of completion of the journey, it has been decided with the approval of competent authority that the claim of a Railway servant to Travelling Allowance forfeited or deemed to have been relinquished if the claim is not preferred within 60 days succeeding the date of completion of the journey. (Copy enclosed.)

As such instructions laid down by the Board are strictly adhered to.

DA : As above.

Sr. DEN (Co) 30/07/19 15:30

Sr. DCM 30/7/19

Sr. DMM 30/7/19

Asstt. Personnel Officers,
सहायक जनकर्म अधिकारी

Assistant Personnel Officer
मध्य रेल, सोलापुर

Central Railway, Solapur.

(2) Sr. DEE 30/7/19

(5) Sr. DCM 30/7/19

(8) Sr. DEN 30/7/19

(3) Sr. DME 30/07/2019 15:30 pm

(6) Sr. DSTE 30/07/2019 12:25 20.07.19

**Government of India / Bharat Sarkar
Ministry of Railways / Rail Mantralaya
(Railway Board)**

RBE No. 44/2018

No. F(E)I/2018/AL-28/29

New Delhi, dated 23.03.2018.

General Manager (P),
All Indian Railways, PUs etc.
(As per Standard Mailing List)

Sub: Time-limit for submission of claims for Travelling Allowances - reg.

Consequent upon the Issuance of General Financial Rule (GFR)-2017, vide Rule 290 of GFR, time limit for submission of claim for Travelling Allowance (TA) has been changed from one year to 60 days succeeding the date of completion of the journey. Accordingly, In supersession of all earlier orders/instructions issued on the subject, It has been decided with the approval of competent authority that the claim of a Railway servant to Travelling Allowance / Daily Allowance on Tour / Transfer / Training / Journey on retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within 60 days succeeding the date of completion of the journey.

2. In respect of claim for Travelling Allowance for journey performed separately by the officer & member of his family, the date should be reckoned separately for each journey and the claim shall be submitted within 60 days succeeding the date of completion of each individual journey. Similarly, TA claim in respect of transportation of personal effects and conveyance shall be submitted within 60 days succeeding the date on which these are actually delivered to the Railway servant at the new station.

3. The date of submission of the claim shall be determined as indicated below:

(I) In the case of officers who are their own Controlling Officer.	The date of presentation of the claim at the Cash Section.
(II) In the case of officers who are not their own Controlling Officer	The date of submission of the claim to the Head of Office / Controlling Officer.

4. In the case of claims falling under category 3(II), which are presented to the Cash Section after a period of 60 days succeeding the date of completion of journey, date of submission of the claim will be counted from the date when it was submitted by the Railway servant to the Head of Office / Controlling Officer with in prescribe time limit of 60 days.

5. A claim for Travelling Allowance of a Railway servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of the Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing & Disbursing Officer or the Accounts Officers, as the case may be, after usual checks.

6. These orders shall be effective from the date of issue of this letter.

Contd/....2

JSR

7. Hindi version will follow.
8. Please acknowledge receipt.

[Handwritten signature]

(Jitendra Kumar)
Deputy Director Finance (Estt.),
Railway Board.

No. F(E)I/2018/AL-28/29

New Delhi, dated 23.03.2018

Copy to Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan, New Delhi (40 spares).

[Handwritten signature]

for Financial Commissioner/Railways.

No. F(E)I/2018/AL-28/29

New Delhi, dated 23.03.2018

Copy forwarded to Principal Financial Adviser, All Indian Railways, Production Units etc.

[Handwritten signature]

(Jitendra Kumar)
Deputy Director Finance (Estt.),
Railway Board.

No. F(E)I/2018/AL-28/29

New Delhi, dated 23.03.2018

1. The G.M, N.F Railway (Const.), Southern Railway (Const.) and Central Railway (Const.)
2. PFA, N.F. Railway (Const.), Central Railway (Const.) and Southern Railway (Const.)
3. The Director General and Ex-officio General Manager, RDSO/ Lucknow.
4. The General Manager and PFA, Metro Railway/Kolkata.
5. The CAO and PFA, COFMOW/New Delhi.
6. The General Manager and PFA, CORE/Allahabad.
7. The Director General, Railway Staff College/Vadodara.
8. The CAO (Const.), MTP (R) / Mumbai.
9. The CAO (Const.), MTP (R) / Chennai.
10. The Executive Director, CAMTECH/Gwalior-474020.
11. The Chairman, RCT/Principal Bench, 13/15, Mall Road, Delhi.
12. The Chairman, RRT, Chennai - 600008.
13. The Director, IRICEN/Pune, IRIEN/Nasik Road, IRIMEE/Jamalpur, IRISSET/Secunderabad.
14. The Managing Director, IRCON, IRFC, MRVC, IRWO, IRC&TC, CONCOR of India Limited, Executive Director, CRIS.
15. The Chairman -cum-Managing Director, KRC Limited, Rail Bhavan, New Delhi, Office of the Chief Project Administrator (Telecom), Indian Railway Central Organisation for Telecom (IRCOT) Consultancy, Shivaji Bridge/ New Delhi.
16. The Director (Movement) Railways/Kolkata.
17. The Joint Director, MII Rail, Ministry of Defence.
18. The Joint Secretary, Iron & Steel, 3 Kollaghat Street/Kolkata.
19. Chief Mining Advisor, Ministry of Railway, Dhanbad, Bihar.
20. The Chairman, RCC, Lok Sabha Secretariat/New Delhi.
21. The Chairman, RRB/Ajmer, Ahmedabad, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Kolkata, Jammu, Gorakhpur, Guwahati, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad, and Trivandrum.
22. The Pay & Accounts Officer, Ministry of Railways (Railway Board).
23. The General Secretary, IRCA/New Delhi.
24. The Chief Commissioner of Railway Safety/Lucknow.
25. The Editor, " Bharatiya Rail".
26. The Editor " Indian Railways".
27. Chairman, RITES.
28. Chairman, CAT.
29. Computerised Facilitation Counter, Room No.5, Near Gate No.1, Rail Bhavan, New Delhi.

Contd/....3

Government of India
Ministry of Railways
(Railway Board)

No.2015-B-235

New Delhi, dated 21.07.2017

General Managers,
All Indian Railways.

Sub: Expenditure Management - Economy Measures and Rationalization of Expenditure.

In continuation of Board's letter of even no. dated 20.07.2017 on the subject matter. The revised instructions are enclosed herewith. The earlier instructions issued vide letter of even no. dated 20.07.2017 may be ignored.

DA: As above.



(Anand Prakash)

Executive Director, Finance (Budget).

Copy to:

1. Principal Financial Advisors, All Indian Railways - for ensuring compliance of the instructions contained in the enclosure.
2. Additional Member (Planning) - for ensuring compliance of the instructions contained in the enclosure by all the PSUs under the Ministry of Railways.
3. Secretary, Railway Board - for information and necessary action.
4. AM(F), EDF(RM), ED(F), EDF(C), EDF(E) and EDF(X)-I&II.
5. The Managing Director, CRIS Chanakyapuri, New Delhi.
6. The Chairman, RLDA, Moti Bagh, New Delhi.
7. US (Protocol), Railway Board.
8. IG/RPSF.



(Anand Prakash)

Executive Director, Finance (Budget).

Annexure to Letter No. 2015-B-235 dated 21.07.2017

It may be clearly borne in mind that mere deferment of bills/payment is not expenditure control. The effort has to be in controlling the activities, works, purchases and all contractual obligations so that the liabilities are controlled within funds the allocation of which should be prioritized.

1. The economy, austerity and cost control measures are as follows:-

I. Administrative measures to effect austerity, economy and specific cost control in the following areas:-

- i. Hospitality and entertainment including a ban on holding of meetings and conferences at star hotels.
- ii. Publicity except safety awareness and for trains.
 - (a) Post facto sanction on hospitality, entertainment, meetings, conferences and publicity etc. should be avoided. Publicity events like remote flagging off of trains etc, should be sparingly done and only with prior sanction of the Board.
- iii. Petrol/diesel for road vehicles: 15% cut in amount and commensurate cut in consumption.
- iv. Procurement of PCs and computer consumables strictly on need basis.
- v. Telephone/internet/stationery/ink-cartridges, pen-drives, CDs, hard-disks any other gadgets/devices: 20% reduction. Drastic cut in land-lines other than in operation, security and safety installations. Thorough review of utilization and reduction of landlines at stations for enquiry purposes consequent upon introduction of centralized railway enquiry. Review of all residential landline and reduction by 25%.
- vi. Hiring of vehicles to be capped at the level prevalent on date. (as on 01.12.2015)
- vii. Air Travel: no air travel upto JAG. For SG only one-way travel, if required on justification that air journey is unavoidable. In all cases all air travel would be in economy class only. (modified vide letter no.2015-B-235 dated 11.04.2016, to be read as "all officers in GMs/AMs grade and above, including Secretary Railway Board by allowing them to travel by J class as per prevalent entitlement.")

- viii. Fee & honoraria: Review and downward revision of booking of expenditure by 10%.
- ix. Pending of all recruitments to fill vacancies of non-safety/non-operating posts. Ban on creation of new non-safety/non-operating posts including temporary posts and work-charged posts.
- x. All TA/DA for more than 15 days in a month to be approved by the DRM/CWMs in field and by PHODs in HQrs. Booking of staff for carrying daks, files etc from field to HQrs to be stopped. OTA to be strictly controlled.

In case of RPSF staff, following procedure is to be adopted:

Sr. COs/COs of RPSF Bns may be authorized to sign TA bills of their subordinates for period exceeding 15 days without need to put up to IG/RPSF for approval. Further, the Sr. COs/COs of RPSF may also be permitted to be their own controlling officer for their own TA. However, a summary sheet may be put up to IG/RPSF fortnightly to facilitate control over expenditure on TA/DA within the Budget.

- xi. PU 28 'direct purchase' to be reduced by 20%. All imprests including Local purchase imprests to be confined to only a maximum of two recoupments in a month and fresh sanctions only for safety/train equipments and for urgent/emergent purchases only.
- xii. Booking in primary unit 99 across all Demand (Miscellaneous expenditure) to be watched specifically.
- xiii. 10% cut on all D&G charges in the estimates.
- xiv. Travel abroad to be severely restricted.
- xv. Medical inventory to be reviewed.
- xvi. Data on loss of man-days lost due to sickness to be collected and reviewed for maximum reduction.

II. Energy and fuel

- (A) Enforcing strict monitoring of fuel savings on account of change in traffic.
- (B) Energy audit of major load centres.

- (C) Reduction in energy consumption (in units) due to energy conservation measures over and above savings arising due to purchase of power by Railways as “distribution licensee” to be pursued and ensured. 10% reduction of diesel consumption, costs to be ensured.
- (D) Non-traction / General Services: This reflects energy consumed in Buildings, streets, workshops, stations etc. 10% reduction in unit consumption and cost. Energy consumption monitoring SSE-wise to be enforced.
- (E) Loco-wise energy consumption data of passenger, EMU, DEMU and goods locos to be analysed and monitored. SFC/SEC targets to be bettered and adhered to.
- (F) Segregating of 70:30 lighting circuits at platforms.

III. Workshops and Production Units.

- (i) CWMs to monitor issue of materials from Stores Depot.
- (ii) Special drive to review AACs of high-value and high inventory items and for disposal of obsolete/unserviceable items.

IV. Earnings & Receipts

- i. Position of waiver of demurrage & wharfage to be closely monitored.
- ii. Trains having occupancy of less than 50% be reviewed.
- iii. Performance of JTBS to be monitored to maximize ticket issue and prevent wastage of assets. Similarly productivity of PRS/UTS counters and ATVMs (specially those which are manned by ticket facilitators) to be monitored for improvement of productivity. Monitoring may be done through structured reports of CRIS. Underutilized PRS counters may be used to sell UTS tickets.
- iv. Sustained ticket checking drives may be undertaken through fortress checks, RPF support, magisterial checks etc. The outcome of the checks should be publicized. OD points where fall in passenger numbers is noticed may be specifically picked up for ticket checking drive. Maximum number of booking windows should be opened to improve ticket sale.
- v. Siding and shunting charges may be recovered promptly. All siding agreements or land lease/ license agreements to be reviewed and kept current. Ensure up-to-date billing and realization of railway dues, Sundry earnings including land/advertisement dues.

- vi. 100% weighment of commodities as prescribed may be ensured and punitive charges to be collected promptly.
- vii. Movement of commercial couriers from station to HQrs, traffic accounts should be reduced on account of computerisation of a number of documents like RR, military warrants etc.
- viii. All tenders related to leasing of SLRs, VPUs etc. may be finalized on priority. Regular and intensive weighment of consignment carried in SLR and VPU may be done and punitive charges collected promptly.
- ix. Review and rationalize stoppage of trains. A cost-benefit analysis of all stops/halts to be done and areas of improvement identified.

V. Other Items

- A. Pension expenditure review especially w.r.t. pension master.
- B. Cost-benefit analysis of outsourcing activity hitherto done departmentally to be carried for all such jobs done over last 5 years. Staff to be totally withdrawn and redeployed for activities/works outsourced.
- C. Inventory management including consumable inventory for open-line should be tightened. Procurements to be concurrently reviewed and deferred where not required immediately.
- D. Uneconomic Branch Lines: measures to reduce costs and improve revenues. Hold dialogue with State Governments to implement directions of PAC for closure of services.
- E. Redeployment of surplus cadre/staff.
- F. Reduction in PRS counters and redeployment of ECRCs due to decrease in over-the-counter reservation.
- G. Zero-base Review of crew links, rake links and working time table.
