

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.500101/GA/Sports/06

Dated: 05.07.2006.

OFFICE ORDER

NPCC Sports Committee has been constituted consisting of the following officials to organize sport/recreational activities/facilities at Corporate Office, Faridabad with an objective to motivate the employees for better performance and create healthy and congenial atmosphere.

1. Shri K. S. Sohal - Sr. Executive Engineer (C)President
2. Shri S.N. Srivastava - Sr. Asstt. (C.P.) – Secretary
3. Shri Sumit Nag - Sr. Clerk/Typist - Member
4. Shri P.K. Singh - P.O. - Coordinator

The Committee shall oversee and make arrangements for organizing sports activities like Volley Ball, Badminton, Table Tennis, Carom, Chess etc. and submit proposal for purchase of sports equipments etc. as per the procedure for procurement. The committee shall also be responsible for maintenance and upkeep of the sports equipments.

This is issued with the approval of the Competent Authority.

Sd/-
(P.K. SINGH)
PERSONNEL OFFICER

DISTRIBUTION:-

1. All Committee Members
2. D.G.M. (F), NPCC Ltd., C.O.
3. Notice Board.
4. Circulation

EA to CMD

*bc-policy-2

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

Ref.No.500187/Leave/302

Dated: 24.07.2006.

OFFICE ORDER

Availing of Encashment of Earned Leave may be followed as per rules in the existing Office Order No.500137/IDA dtd.10.07.1992 and followed by orders of even nos. dtd.29.5.98 & dtd.09.8.02 respectively with immediate effect. This superceeds all earlier office orders issued in this regard.

This is issued with the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. Dy. General Manager (F), NPCC Ltd., C.O.
3. G.M. NPCC Ltd., EZO, Kolkata.
4. All Zonal Managers, NPCC Ltd. With a request to circulate the same to all Unit Offices under their control.
5. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to their respective Sectional Heads.
6. CVO / SDM(F) (C&B)/CS-CIAO, NPCC Ltd., C.O. Faridabad.
7. File No.500137/IDA

EA / SPS TO CMD

***bc-pol-2**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
 (A Govt. of India Enterprise)
 PLOT NO. 67 – 68, SECTOR – 25, FARIDABAD -121004 (HARYANA)
CORPORATE OFFICE

CORRECTION SLIP NO.41

Dated: 27.07.2006.

In exercise of the Powers delegated to Chairman & Managing Director vide Item No.18 of Para 1.1 the Chairman & MD has sub-delegated the following powers to the subordinate officers by substituting and adding in Sl.No.46 under Para 1.5 as under:-

Sl. No.	Nature of Power	To whom delegated	Extent	Remarks
46	Power to declare BER Machinery /Construction/ Works Equipments	Director (Full Time) GGM/GM In-charge of Projects/Region, GGM/GM of M&P Division C.O. AGM In-charge of Project/Zone/AGM In-charge M&P Division C.O. DGM In-charge of Zone and DGM In-charge of M&P Division C.O.	Rs.5.00 Lacs Rs.3.00 Lacs Rs.2.00 Lacs Rs.1.00 Lac	These powers shall be in respect of the machines equipment whose original purchase price does not exceed Rs.5.00 lacs/ Rs.3.00 lacs / Rs.2.00 lacs & Rs.1.00 lac respectively and when 95% value has been recovered and become unserviceable as per recommendations of the Committee specially constituted for survey of Plant & Machinery under the orders of Director (Full Time) /GGM/ GM/ AGM/ Zonal Managers/ DGM.

This is issued with the approval of the Competent Authority.

Sd/-
 (A.K. MAHAJAN)
 SR. DY. MANAGER (P&A)

DISTRIBUTION:-

1. G.M. NPCC Ltd., EZO, Kolkata.
2. All AGMs/DGMs, NPCC Ltd.,
3. All ZMs, NPCC Ltd., - with a request to circulate the same all the units under their control
4. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to all Sectional Heads under them.
5. CS-CIAO/CVO/SDM(F) (C&B), NPCC Ltd., C.O.

EA / SPS TO CMD

*bc-CS

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
 (A Govt. of India Enterprise)
 PLOT NO. 67 – 68, SECTOR – 25, FARIDABAD -121004 (HARYANA)
CORPORATE OFFICE

CHAPTER-1
'B' UNDER SUB-DELEGATION OF POWERS

MANUAL OF ORDER

CORRECTION SLIP NO.42

Dated : 27.07.2006.

In exercise of the Powers delegated to Chairman & Managing Director vide Item No.18 of Para 1.1 the Chairman & MD has sub-delegated the following powers to subordinate officers by adding & substituting in Sl.No.45 under Para 1.5 with immediate effect. These will superceed the Correction Slip No.29 dtd.02.05.1994:-

Sl. No.	Nature of Powers	To Whom delegated	Extent Rs.	Remarks
45	Power to dispose off by Sale:			Subject to the rules and proce-dures prescribed in Standing Order No.139 dated.13.03.1992
i)	All types and categories of machinery, vehicles & equipment, which have been, approved BER (Beyond Economical Repairs) by the Competent Authority.	ED/GGM/GM/AGM/DGM (Only Sector In-charge/Zonal Manager) & AGM(M&P) Corporate Office	Full	
ii)	All obsolete, surplus, non-moving and unserviceable spare parts and other surplus stores, materials which have been approved for disposal/sale by the CMD	ED/GGM/GM/AGM/DGM (Only Sector In-charge/Zonal Manager) & AGM(M&P) Corporate Office	Full	

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iii)	All types and categories of machinery, vehicles and equipment, which have been approved by the CMD as obsolete, unproductive and surplus.	ED/GGM/GM/AGM/DGM (Only Sector In-charge/Zonal Manager) & AGM(M&P) Corporate Office	Full	
iv)	All types and categories of Scrap materials.	ED/GGM/GM/AGM/DGM (Only Sector In-charge/Zonal Manager) & AGM(M&P) Corporate Office	Full	

This is issued with the approval of the Competent Authority.

Sd/-
(A.K. MAHAJAN)
SR. DY. MANAGER (P&A)

DISTRIBUTION:-

2. G.M. NPCC Ltd., EZO, Kolkata.
2. All AGMs/DGMs, NPCC Ltd.,
3. All ZMs, NPCC Ltd., - with a request to circulate the same all the units under their control
4. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to all Sectional Heads under them.
5. CS-CIAO/CVO/SDM(F) (C&B), NPCC Ltd., C.O.

EA / SPS TO CMD

***bc-cs**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO.67-68, SECTOR-25, FARIDABAD (HARYANA)-121 004
CORPORATE OFFICE

NO. 500137/IDA/DA/07/2006/324

Dated the 27th July,2006.

OFFICE ORDER

Approval of the Competent Authority is, hereby, conveyed to the sanction of increase of Dearness Allowance to the employees borne on IDA Pay Scales (whose pay scales were revised vide C.O. Order No.500137/IDA/798 dtd. 09.08.2002.) in accordance with DPE's **O.M. No. 2(9)/2000-DPE (WC)GL-VIII dated 17.07.2006**. The increased rate of Dearness Allowance with effect from 01.07.2006 shall be as under :-

Effective Date	Average of AICPI	Revised D.A. Rates (0 %) (Increased)
01.07.2006	2739	60.4%

This is issued with the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A).

Distribution:-

1. DGM(F), NPCC Ltd., C.O.
2. All Zonal Heads, NPCC Ltd., - with a request to circulate this Order to all the Units under their control.
3. SDM(F) (C&B) / Co. Secy.-CIAO, NPCC Ltd., C.O. Faridabad.
4. All Divisional Heads, C.O.with a request to circulate the same to all Sectional Heads under them.

EA to CMD /SPS TO CMD

*bc-DA-CDA-IDA-WC

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO.67-68, SECTOR-25, FARIDABAD (HARYANA)-121 004
CORPORATE OFFICE

Ref. No.500137/DA/07/2006/WM/325

Dated: 27.07.2006.

OFFICE ORDER

Approval of the Competent Authority is, hereby, conveyed to the sanction of Increase of Industrial Dearness Allowance w.e.f. 01.07.2006 in accordance with DPE OM No. 2(50)/86-DPE(WC)-GL-VII dtd. 17.07.2006 to the Workmen who have opted for the wage scale of the settlement dated 19.07.96, 11.10.96 and 22.11.96

1.	<u>D.A. w.e.f. 01.07.2006</u>	
i)	DA at AICPI 2715	Rs. 4019.75
ii)	Neutralization & Rs. 2/- per point shift for increase of 24 points.	Rs. 48.00
iii)	DA at AICPI 2739	Rs. 4067.75

The increase in DA will be effective w.e.f. 01.07.2006.

This bears the approval of Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

Distribution :-

1. DGM(F), NPCC Ltd., C.O.
2. All Zonal Heads, NPCC Ltd., - with a request to circulate this Order to all the Units under their control.
3. SDM(F) (C&B) / Co. Secy.-CIAO, NPCC Ltd., C.O. Faridabad.
4. All Divisional Heads, C.O. with a request to circulate the same to all Sectional Heads under them.

EA to CMD /SPS to CMD

*bc-DA-CDA-IDA-WC

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67-68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.500118/334

Dated: 28.07.2006.

NOTIFICATION

It is bring to the notice of all concerned that in the 240th Board meeting held on 9th June,2006, the Board of Directors has approved the **new LOGO and COMMON SEAL of the Corporation** which is to be used in all letter heads and other documents printed on various documents/ displayed in advertisements issued on behalf of the Corporation. The use of earlier logo on various documents/stationery be discontinued, progressively complied fully by 31st December,2006. The sample of approved Logo enclosed herewith.

This is issued with the approval of the Competent Authority.

Sd/-
(A.K. MAHAJAN)
SR. DY. MANAGER (P&A)

DISTRIBUTION:-

2. G.M., NPCC Ltd., EZO, Kolkata.
3. All Zonal Managers, NPCC Ltd., - with a request to circulate the same immediately all the Units under their control, under intimation to C.O.
4. All Divisional Heads, NPCC Ltd., C.O. - with a request to circulate the same to all Sectional Heads under them.
5. Dy. General Manager (F)/CVO/SDM(F) (C&B)/ CS-CIAO/TS/NPCC Ltd., C.O.

EA / SPS TO CMD

***bc-ba**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.500160/SC-ST/LO/338

Dated: 04.08.2006.

OFFICE ORDER

Shri S.G. Wankhede , Supdt. Engineer (Civil), C.O. is hereby, appointed to function as Liaison Officer for SC/ST employees of the Corporation in addition to his own duties in place of Shri A.K. Bagri, DM(L), with immediate effect. This superseded the earlier order No.500160/SC/ST/LO dtd.26.02.2002.

This is issued with the approval of the Competent Authority.

(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. CS-CIAO/SDM(IR)/SDM(L)(P&A)/D.M.(NE)/P.O.(DISC.)/P.O.(G.A.)
NPCC Ltd., C.O. Farideabad.
3. Shri A.K. Bagri, DM(L), NPCC Ltd., C.O. – He is requested to handover all the concerned files/documents relating to SC/ST to Shri S.G.Wankhede under intimation to P&A Division.
4. Shri S.G. Wankhede, SE©, Liaison Officer for SC/ST, NPCC Ltd., C.O.
5. P/File for concerned Executives.

EA TO CMD

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NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.000355/P/341

Dated: 04.08.2006.

OFFICE ORDER

Deduction of PF on payment of Encashment of Leave at the prescribed rate under the "Employees Provident Funds and Miscellaneous Provisions Act,1952" shall be made in respect of all regular and work charged employees with immediate effect.

This is issued with the approval of the Competent Authority.

Sd/-
(A.K. MAHAJAN)
SR. DY. MANAGER (P&A)

DISTRIBUTION:-

2. G.M. EZO, NPCC Ltd., Kolkata.
3. D.G.M. (F)/SDM(F) (C&B)/ SDM(BOOKS)/Trustee Secretary, CPF Trust/ SDM(IR)/ SDM(L)/DM(NE)/P.O.(DISC.)/P.O.(G.A.) NPCC Ltd., C.O.
4. All Zonal Managers, NPCC Ltd., - with a request to circulate the same to all Units under their control and compliance immediately.
5. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to all Sectional Heads under them.
6. CS-CIAO/CVO, NPCC Ltd., C.O.

EA / SPS TO CMD

***bc-pol-2**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67 – 68, SECTOR – 25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

Ref. No.500400/IC/SG/344

Dated: 07.08.2006.

CIRCULAR

Direction of the Ministry of Home Affairs, Govt. of India Lr.No.VI.23014/158/2006-VIP Security dtd.14.07.2006 on ***“Security arrangements for major project sites in the country”*** received through the Min. of Water Resources under their covering D.O. Lr. No.23/1/2006-GA/01 dtd.26.07.06 for compliance.

The following measures is entrusted to be adopted immediately as Min. of Home Affairs on enquiries revealed that there was a security lapse on the part of the contractors is not depositing the unutilized explosives with the store manager and keeping the supervisor informed, which could have led to serious consequences. It is learnt that such practice of carrying over the unutilized explosives to the next shift without depositing back is a common practice at most project sites

The following directive of the Min. of Home Affairs for ***“security arrangements for major project sites in the country”*** shall be implemented in all NPCC Project sites immediately under intimation to Corporate Office.

“The practice of handling explosives at all the major project sites within your jurisdiction may be urgently reviewed with the concerned Project Authorities in order to evolve a proper accounting and auditing procedure for withdrawal, use and deposit of the explosives so that there is no untoward incident in the future.

This should be followed strictly without any deviation.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. G.M. (F), NPCC LTD., C.O.
3. G.M.NPCC LTD., EZO, KOLKATA
4. All ZONAL MANAGERS, NPCC LTD., - with a request to take immediate necessary steps as directed and circulate the same immediately to all Units under their control.
5. All Divisional Heads, NPCC Ltd., C.O.

EA / SPS TO CMD

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(a Govt. of India Enterprise)
PLOT NO.67-68 , SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

Ref. No.500160/RTA/368

Dated: 14.08.2006.

OFFICE ORDER

In supersession of all earlier orders the followings officers are hereby, appointed under Right to Information Act,2005 in NPCC Ltd. with immediate effect as :-

1. Shri S. Basak - A.G.M. (P&A) - **Appellate Authority**
2. Shri A.K. Singh - D.G.M.(M) - **Public Information Officer**
3. Shri Vijay Kr. Sharma – Sr. Hindi Officer– **Asstt. Public Information Officer**

Shri Budh Ram, Sr. Dy. Manager (Law) will look after the office of Appellate Authority.

This is issued with the approval of Competent Authority under RTI Act,2005.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. G.M. NPCC LTD. EZO, KOLKATA
3. D.G.M. (F), NPCC LTD., C.O.
4. ALL DIVISIONAL HEADS , NPCC LTD., C.O. – with a request to circulate the same to all Sectional Heads under their control.
5. OFFICERS CONCERNED
6. SDM(P&A)/ SDM(IR)/SDM(L)/ DM(P&A)/ P.O.(DISC.)/P.O.(GA), NPCC LTD.C.O.
7. NOTICE BOARD

EA /SPS TO CMD

***bc-RIA**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.500125/LTC/390

Dated: 21.08.2006.

OFFICE ORDER

The Min. of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O.M. No.31011/2/2006-Estt(A) dtd.24.4.06 & Min. of Finance, Department of Expenditure O.M. No.19024/1/E.IV/2005 dtd.24.03.2006 forwarded by Min. of Water Resources under covering letter No.10/2/2006-Coord dtd.04.05.2006 whereby decision conveyed that officers entitled to air travel by National Carrier under existing order may be permitted to travel by private airlines while availing LTC as well as non-entitled officers also subject to the provisions contained in the above mentioned OMs. In pursuance of the provisions contained in the said O.Ms **Air journeys by Private Airlines while availing of L.T.C. are allowed to all categories of NPCC employees viz. regular employees in CDA and IDA pattern and workmen etc. subject to the following provisions.**

1. While availing LTC, the ***air journeys by non-entitled officers (both by national and private airlines) between places connected by train may be allowed***, provided the reimbursement of the fare would be restricted to the entitled class by rail ***other than Rajdhani / Shatabdi Express***. They are also required to produce the air-ticket/boarding pass and a receipt from the concerned airlines showing the fare paid by the concerned officers, if the ticket does not indicate the airfare, while claiming reimbursement of LTC".
2. In case the cost paid for an air ticket (in view of promotional schemes of private airlines) is less than the train fare by the entitled class, the reimbursement by the Govt. will be limited to the actual air fare or entitled train fare whichever is less.

The above concession is subject to the following conditions regarding ***air travel by Govt. servants within India*** during official visits ***would be applicable in case of LTC, mutatis-mutandis.***

- i. The air travel, both domestic and overseas, on official account would now be permissible on airlines other than Air India / Indian Airlines also, provided the criteria for selecting the alternative airline for official travel are based on better and more competitive prices being offered by the other airlines. Various incentive schemes and concessional fares offered by Air India / Indian Airlines will also be fully utilized to ensure utmost economy in air travel.
- ii. The basic criteria for selecting airlines other than Indian Airlines/Air India would be better and more competitive prices being offered by the other airlines.
- iii. Various incentive schemes and concessional offered by Indian Airlines/ Air India will also be fully utilized.
- iv. Each officer who is undertaking domestic travel by air, within his entitled class, should endeavour to take advantage of the concessions being provided by the airlines, to effect possible savings vis-à-vis the normal fares.
- v. Officers should try to make their bookings in advance to the extent possible, so that benefits of discounted fares can be obtained. However, the official work should not be deferred because discounted fares are not available.

Contd...p/2

- vi. Under no circumstances, should the fare exceed the normal fare of the entitled class offered by Indian Airlines/ Air India or their subsidiaries.
- vii. Individual officers are encouraged to make bookings through the internet. It would require a credit card through which payments can be made. Reimbursement of service charge expenses on such credit card would be permissible.
- VIII. Schemes offered by airlines which are co-branded with the credit cards can also be availed. However, this would need the time prior approval. However, this would need one time prior approval of the concerned Financial Adviser / Competent Authority for obtaining and utilizing such credit card.
- ix. Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s. Balmer Lawrie & Company and M/s.Ashok Travel and Tours. The above agencies would also ensure that procurement of tickets is made on best available bargain across all airlines.
- x. These guidelines are issued in partial modification of any other existing orders on the subject and would apply to domestic air travel only.

This comes into force with immediate effect.

This is issued with the approval of the Competent Authority.

Sd/-
(A.K. MAHAJAN)
SR. DY. MANAGER (P&A)

DISTRIBUTION:-

1. G.M. EZO, NPCC Ltd., Kolkata.
2. D.G.M. (F)/SDM(F) (C&B), NPCC Ltd., C.O.
3. All Zonal Managers, NPCC Ltd., - with a request to circulate the same to all Units under their control and compliance immediately.
4. All Divisional Heads, NPCC Ltd., C.O. - with a request to circulate the same to all Sectional Heads under them.
1. CS-CIAO/CVO/SDM(IR)/SDM(L)/DM(P&A) NE/PO (DISC.)/ TS, CPF/ NPCC Ltd., C.O.

EA / SPS TO CMD

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NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No.50000/ND&NE/407

Dated: 01.09.2006.

OFFICE ORDER

It has been observed that Zonal/ Unit Offices/ Divisional Heads are not sending the **ATD & ATC** in time while employees are being moved from one place to another on their transfer, resignation and retire from their respective place of posting. Consequent to this delay, cases are not being settled in time and employees are facing acute financial hardship as well as Corporation is incurring losses for not timely recovery of outstanding amount from the employee concerned.

Keeping in view of the above it has been decided that **ATD/ATC** of the employees consequent upon their relieving on transfer, resignation and retirement etc. shall be sent along with all details to the respective Office & Units where employees are transferred, within 30 days from the date of their departure positively and visa vies responding the same by the concerned Offices & Units. In addition to that Last Pay Certificate (L.P.C) should also be sent directly to their place of posting within One month from the date of relieved of the employees. In LPC it should invariably indicate the status of their personal account and other recovery status etc. and if no recovery is there that too should also be mentioned clearly. Without the LPC no salary will be drawn. In case of any delay / deviation, it would be presumed that nothing is outstanding against the employee concerned and no reference in this regard after the expiry of the above stipulated time period would be made to the Zonal/Division/Unit concerned where the employee was posted earlier and the individual case will be settled based on the available records.

However, in case, anything is found outstanding later on, the concerned Head of the Zone/Division/Unit and as well as Accounts Head will be held responsible and necessary recovery shall be made from the individual concerned who is responsible for not taking immediate action within the stipulated period as mentioned above, without further reference to this effect. It is also to note that while relieving employees, in their No Demand /No Enquiry Certificate (NDC/NEC) and LPC dues and outstanding if any etc. should be depicted clearly and without this their NDC/NEC & LPC will not be entertained by the concerned Office/Unit where employees have been transferred.

This is mandatory and should be followed scrupulously and also mutatis mutandis C.O. Order No.50000/NDNE dtd.28.02.1992.

This is issued with the approval of the Competent Authority.

Sd/-

(S. BASAK)

ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. All Zonal Officers, Unit Officers, Accounts Heads NPCC Ltd.,- with a request to circulate the same immediately to all Units under their control under intimation to C.O.
3. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to their respective Sectional Heads.
4. DGM(F)/ CVO / CS-CIAO/ SDM(F) (C&B)/SDM(F) (Books)/SDM(P&A)/ SDM(P&A)(IR)/ SDM(L)/SE(M) (IA)/TS/PO(VIG.)/P.O.(GA) NPCC Ltd., C.O. Faridabad.

EA / SPS TO CMD

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NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO.67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No. **500137/CDA/420**

Dated: 06.09.2006.

OFFICE ORDER

A review committee consisting of the following members is, hereby, constituted to look into the anomalies arises on fixation of pay of the Dy. General Managers in the revised scale and consequent on which recoveries has been proceeded vide C.O. Orders dtd.CO/P&A/EE/2005 dtd.10.11.2005.

1. Shri A.K. Maitra - HR & PA/IR Consultant/ Adviser.
2. Shri Anil Mandirta - Sr. Dy. Manager (Law)
3. Shri S. Ravi - Sr. Dy. Manager (F) (C&B)
4. Mrs. Rekha Ghuman - Dy. Manager (P&A)

The committee should take the affected employee's view and submit their findings to the Competent Authority **within 20 days** from the date of issue of this order.

The recoveries in progress on these accounts may be kept in abeyance with immediate effect till the committee finalise their report.

This is issued with the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. All concerned Officers.
3. CVO /D.G.M. (F)/ SDM (F) (C&B)/I.A./NPCC Ltd., C.O. Faridabad.
4. All Zonal Managers, NPCC Ltd.,

EA / SPS TO CMD

*bc-policy-

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A Govt. of India Enterprise)
PLOT NO. 67 – 68, SECTOR – 25, FARIDABAD – 121004 (HARYANA)
CORPORATE OFFICE

No.500216/Tel./432

Dated: 07.09.2006.

OFFICE ORDER

Sub:- Ceiling on use of Land/ Mobile Phone for official use for executives below the Board Level.

1.0 In supercession of Circular No.500216/Tel./7926 dtd.16/20.2.06, No.500216/Tel./7933 dtd.22.2.06, No.500216/Tel./7951 dt.27/28.2.06 & Lr. No.500216/Tel./7977 dtd.8/22.3.06, approval of the Competent Authority is, hereby, conveyed for reimbursement for Telephone Call and Rental charges inclusive of Service Tax + Edu Cess on monthly expenditure of various level on use of Land Phone and Mobile Phone as per ceiling inclusive of both land line and mobile given hereunder :-

S.No.	Officer in the Rank of & Scale	Ceiling for Reimbursement of Call & Rental Charges Per Month for Land line & Mobile phone	Remarks
1	ED /GM	Rs.1500/-	This amount includes Mobile Phone
2	AGM/DGM/ZM/DIVISIONAL HEADS at C.O.	Rs.1200/- *	-DO -
3	UO/SDM/SE/DM.	Rs. 800/- *	-DO -
4	Drivers posted at C.O. and attached with ZM at Zonal Office & Unit Officer	Rs. 200/-	-DO -

*** Ceiling is at the discretion of the Competent Authority for Corporate Office employees.**

- 2.0 The reimbursement is allowed on MTNL/BSNL phones and also on private operators such as Tata Indicom/ Air Tel/ IDEA/Reliance etc.
- 3.0 The above notified ceiling shall be effective from the immediate next monthly billing cycle falling after the date of issue of these instructions. However, the case in which decision has been kept pending will be dealt according to this Circular. Already settled cases will not be reopened.
- 4.0 The above limit would pertain to Land Phone / Mobile Phone in addition to Official Phone use in Office.

Contd..p/2

- 5.0 The reimbursement of telephone **Call and Rental charges inclusive of Service Tax + Edu Cess** will be allowed only to the officials in whose name the land/mobile phone pertains or in the name of NPCC.
- 6.0 The approval for reimbursement of charges as per the above ceiling shall be submitted through General Administration for the employees posted at C.O. for verification and records.
- 7.0 The above ceiling includes call and rent STD calls/ Service Tax + Edu Cess will be reimbursed subject to above ceiling or actual amount of the bill whichever is less.
- 8.0 The Zonal Managers are authorised to reimburse the same for themselves as per the above ceiling, however reimbursement for Unit Officers and the employees shall be done on need base only under their control subject to above ceiling and the terms and conditions as enumerated above.

This is issued with the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

1. Dy. General Manager (F), NPCC Ltd., C.O.
2. All GM/AGMs/DGM/ZMs/UO, NPCC Ltd.,
3. CVO/SDM(F)(C&B)/SDM(F)(Books)/SDM(P&A)/SDM(IR)/SDM(L),DMs/CS/
P.O.(Vig.)/P.O.(Gen. Admn.), NPCC Ltd., C.O.
4. All Divisional Heads, C.O. with a request to circulate the same to the Sectional Heads under them.

EA / SPS TO CMD

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67 – 68, SECTOR-25, FARIDABAD-121004 (HARYANA)
CORPORATE OFFICE

No. 500109/TA/463

Dated: 20.09.2006.

OFFICE ORDER

The existing TA Bill formats has dispensed with immediate effect and revised T.A. Bill Format is enclosed herewith which will come into force with immediate effect. Henceforth all Zonal Managers, Unit Officers & Accounts Officers will ensure that T.A. Bill should be accepted for processing only in the revised format enclosed herewith.

It is henceforth decided that no expenditure be booked on account of lodging & boarding for any official on tour by the concerned Unit / Zone except only in case of exigency / special circumstances. As such no ATD will be accepted on this account. However, in exigency, advance shall be paid to the touring officer after getting his request and approval from his original place of posting.

In case of any part expenditure if any so made, information/adjustment shall be done within a month of issue of this order.

The respective Zonal Manager/Unit Officer & Accounts Heads will be held responsible for any deviation in this regard.

This is issued with the approval of the Competent Authority.

Sd/-
(A. K. MAHAJAN)
SR. DY. MANAGER (P&A)

DISTRIBUTION:-

2. All Zonal Managers/ Unit Officers / Accounts Heads, NPCC Ltd., for immediate necessary compliance.
3. All Divisional Heads, NPCC Ltd., C.O.
4. DGM(F)/ SDM(F) (C&B)/SDM(F), (BOOKS)/SDM(P&A)/SDM(IR)/ SDM(L)/ DM(P&A)NE /PO(GA)/ PO(VIG.)/TS/IA/ NPCC LTD. C.O.
5. File No.50000/ND&NE/

EA / SPS TO CMD

***bc-new-TA-DA-Format**



N.P.C.C. Ltd.
(A Govt. of India Enterprise)
An ISO -9001-2000 Company

TRAVELLING ALLOWANCE BILL

NAME.....Basic Pay (IDA, CDA).....
DESIGNATION.....Head Quarter
PRESENT SCALE..... Zone/Unit.....
(IDA/CDA).

Unit No

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EMPLOYEE NO.....

1. Certified that I was on tour from..... (dated) to..... (Hrs.).....(date) and that I traveled by the class and mode of conveyance as indicated below :

<u>Departure</u>		<u>Arrival</u>		<u>Mode</u>	<u>Class</u>	<u>Amount</u>	<u>Purpose</u>
<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>				
				<u>Station of</u>	<u>and</u>	<u>of</u>	
				<u>Conveyance</u>		<u>PNR NO.</u>	<u>fare</u>

2. Details of Local Conveyance charges incurred :

<u>Date</u>	<u>Station</u>	<u>Place visited/</u> <u>Travelled</u>	<u>Distance</u> <u>KM</u>	<u>Mode</u> <u>of</u> <u>Conveyance</u>	<u>Amount</u>	<u>Remarks</u>
		<u>From</u>	<u>To</u>			

3. I stayed in hotels which I was charged as follows (Bill are to be enclosed)

<u>Station</u>	<u>Name of Hotel</u>	<u>Period of Stay</u>	<u>No. of</u>	<u>Amount charged</u>	<u>Remarks</u>
		<u>From</u>	<u>To</u>	<u>Days</u>	<u>towards lodging</u> <u>Only.</u>

4. Daily Allowance:

Station	No. of Days	Rate of D.A.	Amount
(a) Halt at			
1.			
2.			
3.			
(b) Journey Time			
(c) Total			
(d) Leave/CL if any availed			
(e) Total No. of days of which D.A. i.e. claimed			

5. Summary

(a)	(i)	Fare	Rs.....
	(ii)	Conveyance Charges	Rs.....
	(iii)	Hotel/Accommodation expense .	Rs.....
	(iv)	Daily Allowance	Rs.....
	(v)	Other claims (details to be furnished)	Rs.....
		TOTAL :-	Rs.....

(b) Less:- Amount of Advance taken Rs. _____ On _____

NET AMOUNT Rs. _____

Rs..... being unspent T.A. remitted back to the Company . Vide Cheque

No..... Dt..... Drawn on (Bank Name).....

Certified that Provision exists under the budget estimate

Signature of Travelling Officer

Designation.....

Date:.....

SIGNATURE OF CONTROLLING OFFICER

Passed for payment of Rupees.....

ACCOUNT/ SR. ACCOUNTANT

ACCOUNTS OFFICER

Paid / Credited through A/c. Payee Cheque/ ECS..... Dated.....

***bc-new-TA-DA-Format**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67-68, SECTOR-25, FARIDABAD (HARYANA)

Ref. No.500145/P/469

Dated:25.09.2006

CIRCULAR

Opening of the Bank Account and its operation

It has been observed that in some of the cases ex-post facto approval is sought for regularizing the opening of the bank account and its operation by concerned officers/unit.

In order to avoid Irregularities the papers/documents should be submitted properly and correctly well in advance so that approval of Competent Authority is conveyed well in time and ex-post facto approval be discouraged.

A quarterly returns from All Zonal Heads of North East Region regarding the credit and debit the amount in the said bank account alongwith its necessity to withdraw or deposit of the money at the said Bank account be sent to Director(F)/Head of Finance at Corporate Office who is also advised to keep a regular check on the transaction of money at the Bank.

Sd/-
(S. BASAK)
ADDL.GENERAL MANAGER (P&A)

Distribution:-

1. GM, NPCC Ltd.,
2. DGM (F), NPCC Ltd., C.O., Faridabad.
3. All Division Head at Corporate Office, Faridabad
4. All Zonal Manager(s), NPCC Ltd. They are requested to pass necessary instruction to all Unit Officers/Offices under their administrative control for strict compliance of above.

EA/SPS to CMD

***bc-policy-2**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67-68, SECTOR-25, FARIDABAD (HARYANA)

Ref. No.500145/P/470

Dated:25.09.2006

CIRCULAR

Henceforth action on the Audit Report, conducted by Internal Audit be taken promptly by the concerned Officials/Section in order to overcome irregularities if any occurs.

Cases having prima facie if any or irregularities having vigilance angle, the matter should immediately be referred to CMD for initiating further action as per Rules against the defaulting Officials/Unit.

Sd/-
(S. BASAK)
ADDL.GENERAL MANAGER (P&A)

Distribution:-

1. CVO, NPCC Ltd., C.O. Faridabad.
2. Company Secretary/CIAO, NPCC Ltd., C.O., Faridabad.
3. All Division Head at Corporate Office, Faridabad
4. All Zonal Manager(s), NPCC Ltd. They are requested to pass necessary instruction to all Unit Officers/Offices under their administrative control in this regard.

EA/SPS to CMD

***bc-policy-2**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67-68, SECTOR-25, FARIDABAD (HARYANA)

Ref. No.500145/P/471

Dated:25.09.2006.

CIRCULAR

It has been observed that a group of employees has easily been procuring the copies of various official documents un-officially. Some of the documents are of confidential and sensitive in nature pertaining to units/ZM Offices/Corporate Office/Offices, which should not be available to them as per rules. Apparently these documents are being supplied by the officers/officials of the Corporation. To leak out such official information un-officially tantamount to misconduct on the part of officials who leak such information.

All concerned are therefore, advised to refrain from above mentioned activities, failing which strict action shall be initiated against the defaulter.

All ZMs are advised to pass necessary instruction to all Unit Officers/Offices under their administrative control in this regard.

Sd/-
(S. BASAK)
ADDL.GENERAL MANAGER (P&A)

Distribution:-

1. GM, NPCC Ltd.,
2. All Divisional Head at Corporate Office, Faridabad
3. All Zonal Manager(s), NPCC Ltd., They are requested to pass necessary instruction to all Unit Officers/Offices under their administrative control in this regard.

EA/SPS to CMD

***bc-policy-2**

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67-68, SECTOR-25, FARIDABAD (HARYANA)

Ref. No.500145/P/472

Dated: 25.09.2006

CIRCULAR

Payment of bills, to PRWs/Sub-Contractors etc.

It has been observed that the payments to the PRWs etc are not being made as per the rules laid down in the Manual of Order. The practice of introducing proper measurement in the measurement books (wherever is not being done) and recording necessary entries in the record book should be followed strictly and thereafter all the payments should be released through vouchers as per rules, after observing the codal formalities.

The above procedure should be followed strictly by all concerned in letter and spirit and there should be no deviations on this account.

Sd/-
(S. BASAK)
ADDL.GENERAL MANAGER (P&A)

Distribution:-

2. GM, NPCC Ltd.,
3. Company Secretary/CIAO, NPCC Ltd., C.O., Faridabad.
4. All Division Head at Corporate Office, Faridabad
5. All Zonal Manager(s), NPCC Ltd. They are requested to pass necessary instructions in this regard to all Unit Officers/Offices under their administrative control.

EA/SPS to CMD

***bc-policy-2**