

No. CWC/I-R&P (Policy)/Rectt- Part File

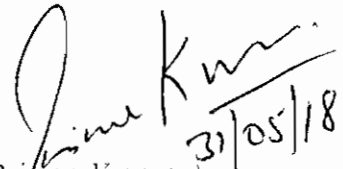
Dated: 31.05.2018

CIRCULAR

It has been observed that some of the employees are booking their hotel through online portal agencies and they are claiming their TA bill enclosing the bills/payment receipts generated from online portal agencies. Since such invoices are not issued by the respective hotels, complying with all requirements of a proper invoice, the reimbursement of such bills/payment receipts shall not be entertained.

In view of the above, all the employees are advised that in case any hotel booking is made through online portal agencies, a proper invoice from the respective hotel shall be obtained and furnished for reimbursement along with TA bill.

The above instructions are for strict compliance.


(Prince Kumar)
SAM (Policy)
For GGM (Pers)

Distribution:

- To all in MIS & Pers. @Delhi 7/6 -*
IS(MIS)/AKS for hosting on website
1. All HoDs, CWC, CO, New Delhi
 2. All RMs/SEs/EEs for circulation to all concerned
 3. GM(MIS), CWC, CO, New Delhi - for updating this on CWC website
 4. PPS to Chairman/MD, AM to Dir (Fin)/Manager to Dir (Pers), PS to CVO, CWC, CO, New Delhi
 5. Guard File