



दक्षिण रेलवे, SOUTHERN RAILWAY

मुख्य कार्यालय /Headquarters Office,  
कार्मिक शाखा /Personnel Branch,  
चेन्नै /Chennai-600003  
दिनांक/Dated: 29.03.2022

सं/No: P(R)436/P/Vigilance ref

का.शा.परिपत्र PBC No. 51/2022

All PHODs / ORMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs/  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / Other units etc

विषय /Sub: Non-compliance of PBC No.119/2015 – Maintenance of  
Movement Register in field units.

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In a Vigilance investigation on claim of Travelling Allowance in a field unit in Madurai Division, it was noticed that Movement Registers were not maintained for Track Maintainers. The essence to maintain a movement register is to scrutinize whether the claim made in the TA journals are genuine or infringes canons of financial propriety.

It was already advised vide PBC No.119/2015 that a movement register must be maintained at field units for the outstation duty of the staff and the details of staff attending Division/HQ are to be furnished by the field units to Division/HQ, in order to monitor the attendance of such staff. The instructions are not being adhered to in the field units.

Therefore, in order to throw light on the expenditure being incurred out of TA claims, a monthly report in the enclosed proformas may be submitted to the Branch Officers and DRM.

The above instructions with regard to maintenance of Movement Registers and submission of monthly TA report may be strictly adhered to.

Encl: Annexure I & II

  
19.03.2022  
(R.M. Ravikulam)

उप मुख्य कार्मिक अधिकारी /  
Deputy Chief Personnel Officer/ T,M&E  
प्रधान मुख्य कार्मिक अधिकारी /  
for Principal Chief Personnel Officer

Copy to: The General Secretary/SAMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR  
OS/System to upload in website.

**ANNEXURE I**  
**PROFORMA TO BE SUBMITTED TO BRANCH OFFICERS**

Unit wise Statement on expenditure incurred on TA for the period \_\_\_\_ to \_\_\_\_.

Details of Unit	Number of Employees claimed TA for more than 15 days				Total No of Employees	Amount Paid
	Supervisors	Artisans	Track Maintainers	Clerical & Other Group D Staff		

**ANNEXURE II**  
**PROFORMA TO BE SUBMITTED TO DRM**

Department-wise Statement on expenditure incurred on TA for the period \_\_\_\_ to \_\_\_\_.

Department	Number of Employees claimed TA for more than 15 days		Total No of Employees	Amount Paid
	Supervisors	Other Staff		