CIRCULAR

Sub: Implementation of Modalities for booking of empanelled hotels in MCL.

In compliance to CIL letter No. CIL/GS/07784/393/2015 dated 24.08.2015, total 31 hotels have been empanelled in different locations of Odisha. A copy of the above letter has already been circulated to all Areas of MCL vide this Office letter Ref. No. 1177 dated 12.09.2015 and 1248 dated 24.09.2015 respectively. Accordingly, as per CIL letter, hotel bookings will be made from MCL, Sambalpur Office only. To streamline the system, the Modalities for booking of empanelled hotels have been prepared and enclosed herewith for wide circulation and implementation. The same is also being uploaded on the MCL website.

In view of the above, it is requested to kindly ensure strict compliance of the enclosed Modalities. Henceforth, tour approvals in the prescribed format (copy enclosed) duly approved by the Competent Authority may kindly be sent to MCL HQ by e-mail/Fax for taking further necessary action. The contact details for booking of empanelled hotels are as under:

1. Booking Authority: Sri R. P. Nanda, Sr. Manager (P-Admin/PF & Pension), MCL HQ
2. Contact No. 94388 79592
3. Fax: (i) 0663 2542752
   Telefax: (ii) 0663 2542776
4. E-mail: mclhotelbookings@gmail.com

This circular will come into force with immediate effect.

This issues with the approval of Competent Authority.

(S. P. Pradhan)
GM (P-Admin/PF & Pen)
MCL HQ, Sambalpur

Distribution:
1. All HODs, MCL HQ
2. The General Managers - Jagannath/Talcher/Lingaraj/Bharatpur/Hingula/NSCH(Tal)/CWS(Tal)/Kanika/IIB Valley/Oriental/Lakhanpur/Basundhara/Siarnal/CWS(IB)/MCL Kolkata
3. The DY GM, MCL BBSR
4. The GM (System), MCL HQ – with a request to upload the Circular, Modalities & Requisition Format on the MCL website and confirm the same.

Copy for kind information:
   a. TS to CMD
   b. TS to D(T/Op)
   c. TS to CVO
   d. TS to D(T/P&P)
   e. TS to D(P)
   f. TS to D(F)

Sri April, am (Sys)
BROAD MODALITIES

Broad Heads

1. Requisition
2. Booking
3. Staying of Guests: (a) Official (b) Personal
4. Cancellation
5. Billing by hotels and submission of bills
6. Acceptance of payment of bills
7. Accounting

Schedule of Expressions:

Expressions:  

<table>
<thead>
<tr>
<th>Expressions</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accepting Authority</td>
<td>unless specified otherwise, it shall mean the GM (Admn), MCL HQ</td>
</tr>
<tr>
<td>2. Requisitioning Officer</td>
<td>unless specified otherwise, it shall mean the person/officer who has requested for booking of rooms for himself or on behalf of others viz. VIPs/VVIPs/Auditors, etc.</td>
</tr>
</tbody>
</table>
| 3. Approving Authority          | unless specified otherwise, it shall mean the following Authority:  
                                 | a) for Executives of HQ: concerned Functional Director  
                                 | b) for Executives of Area/Units: concerned Area GM  
                                 | c) for outsiders: concerned Functional Director of Requisitioning Officer                                    |
| 4. Designated Officer/Booking Authority | unless specified otherwise, it shall mean the Officer entrusted with the responsibility for booking of empanelled hotels. |
| 5. Paying Authority             | unless specified otherwise, it shall mean the AFM, MCL HQ, Burla                                          |

1. Requisition: to be made as per the prescribed format. Approved requisition shall be duly approved by the Approving Authority and sent to the Accepting Authority, the General Manager (Admn), MCL HQ, Burla.

In case of an emergency, approved requisition may also be sent by e-mail/fax. However, confirmation copy shall reach Admn. Deptt., MCL HQ, Burla before completion of journey.

Note: All details of requisition must be entered in the Hotel Booking Register.

2. Booking: On receipt of approved requisition, the Designated Officer shall book the room as per the entitlement and availability of hotels. The booking details shall be intimated to the hotels over phone and e-mail. However, the confirmation regarding bookings/cancellations has to be done through e-mail only. Further, the hoteliers shall confirm the booking to the Requisitioning Officer via email/phone/SMS provided in the e-mail.

3. Cancellation: It shall be noted that cancellation of booking will be dealt as per the extant rule and policy of respective hotels. Therefore, before sending the requisition, the Requisitioning Officers shall confirm their tours properly. In case of last minute cancellations, a cancellation request shall be communicated immediately to the
Designated Officer/Booking Authority (preferably before booking of hotels) so that the loss to the Company can be kept at minimum.

4. Billing by hotels and submission of bills: Hotels shall submit the bills within 15 days from the check-out time of the guest to GM (Admn), MCL HQ, Bura. The bills shall be submitted in Original.

5. Acceptance and Forwarding of bills: Bills received from the hotels shall be checked and scrutinized by the Officer concerned and shall be accepted by GM (Admn), MCL HQ. Further, the Original bills will be forwarded to the Finance Deptt. with the following documents:
   a. Copy of the Booking Letter/Requisition Form duly approved by the Approving Authority.
   b. Copy of cancellation of booking requisition/copy of cancellation of booking of rooms

6. Statement of summary of bills – Area-wise

7. Paying Authority: All accepted bills shall be forwarded to the Paying Authority, the AFM, MCL HQ as per the procedure mentioned in Point No. 5 for payment. Payment to hotels is to be made through e-mode within 3 (three) working days from the date of receipt of bill in Finance Deptt., MCL HQ.

8. Accounting: Accounting is to be made by the Finance Department on the basis of documents received and summary of bills – Area-wise as being sent by the Designated Officer/Booking Authority.

9. The following Forms & Registers shall be maintained at the Booking Office:
   a. Booking Requisition Form
   b. Booking of letter to hotels
   c. Confirmation letter from hotels
   d. Cancellation of booking requisition
   e. Cancellation of booking of rooms
   f. Master Hotel Booking Register
   g. Hotel Bill Receipt Register
   h. Cancellation Register: (a) for requisition (b) for booking
   i. Bill forwarding letter
   j. Bills disputed Register
   k. Bills Classification Register – Area-wise

10. The above modalities are not exhaustive. They are subject to change and may be updated in future on as and when basis as per the requirement of Company.
### TOUR APPROVAL CUM HOTEL BOOKING FORM

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grade</td>
</tr>
<tr>
<td>2</td>
<td>Designation</td>
</tr>
<tr>
<td>3</td>
<td>Department/Area/Unit</td>
</tr>
<tr>
<td>4</td>
<td>EIS No.</td>
</tr>
<tr>
<td>5</td>
<td>Mobile No. &amp; e-mail address</td>
</tr>
<tr>
<td>6</td>
<td>Destination</td>
</tr>
</tbody>
</table>

#### Purpose of the Tour

<table>
<thead>
<tr>
<th>Accommodation required? (YES/NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES ( )</td>
</tr>
<tr>
<td>NO ( )</td>
</tr>
</tbody>
</table>

#### In case of transit stay, name of the place and arrival time may be mentioned

#### Duration of Tour

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
</tr>
</thead>
</table>

#### Whether Single or Double Occupancy?

If double, name of co-occupant.

#### Signature of Executive concerned

#### Signature of Recommending Officer / Designation

#### Signature of Approving Authority

Designation with Seal

### FOR OFFICE USE ONLY:

<table>
<thead>
<tr>
<th>Booking Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Of Hotel</td>
</tr>
<tr>
<td>Category of Room</td>
</tr>
<tr>
<td>Date of Booking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cancellation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks (If Any)</td>
</tr>
</tbody>
</table>

1. e-mail for sending the tour approval form: mclhotelbookings@gmail.com
2. Fax Nos. (i) Fax: 0663 2542752
   (ii) Telefax: 0663 2542776