

FAX
OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS(FYS)
10-A S.K.BOSE ROAD, KOLKATA - 700001

Circular - 06/T/2010-11

No.T/1/72/Circular
Dt. 04/08/2010

To

1. All General Managers
2. All Group CFA's
3. All Branch Accounts Offices

Sub:- Amendment to TA/LTC/pmt Transfer bill - Pre audit of.

Ref:- Sl. No.03 of Annexure 'A' to this office Circular No. 02/T/2010-11 conveyed under this office even No. Dt.29/05/10

Consequent on receipt of CGDA clarification regarding "Reimbursement of Hotel Accommodation charges, travel within the city, food bill during tour", the following amendment may please be carried out at Sl. No. 3 of Annexure 'A' to this office circular under reference.

FOR:-

Sl. No. 3. HOTEL RECEIPT:-

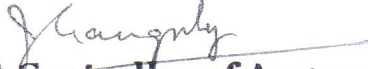
Original copy of the Hotel Receipt must be submitted alongwith the TA/DA claim . If duplicate copy is submitted it must be certified by the countersigning/controlling authority that the receipt is genuine.

READ:-

Sl. No. 3. HOTEL RECEIPT:-

Only actual expenditure incurred within the prescribed limits will be reimbursed on the original bills being submitted by the claimants.

This issue is with the approval of Cof A(Fys).


Asstt. Controller of Accounts(Fys)