

भारतीय खाद्य निगम

मुख्यालय

16-20, बाराखम्बा लेन, नई दिल्ली - 110001

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CIRCULAR NO.06/FIN/2018

Please refer to HQ Circular No .A/cs/29(1)/IOM/Meeting & Conf./91-92 dated 27.03.1992 and Circular No 858/Accts dated 20.02.2002.

It has been observed during review of accounts that IOGs for Lodging and Boarding expenses incurred on behalf of senior officers visiting from RO/ZO/HQ, by subordinate offices, are issued with inordinate delay. This results into delay in reconciliation of accounts. It has also been observed that in few cases, IOG was received in present office after the concerned officer, who had undertaken the tour, had already retired and expenses incurred included some expenditure beyond his/her entitlement, which were to be recovered from him/her. But due to delay in receipt of IOG documents, the same could not be recovered from the officer.

The matter has been examined keeping in view various instructions in vogue and it has been decided to follow the following procedure:

- (i) It should be endeavor of all the official/officers to ensure that they meet out their tour expenses from advance drawn by them before proceeding on tour.
- (ii) If there is any necessity of making the payment by the subordinate offices, it should be ensured by the visiting officer to obtain IOG from subordinate office immediately and attach the same with their TA claim bill.
- (iii) It will be duty of bill passing officer to ensure that no bill is passed without entry of IOG involved, in case expenses are incurred by subordinate offices.

Further in cases, where tickets are booked by the office, a copy of air ticket and boarding pass should invariably be attached while claiming the TA bill.

This issued with the approval of C&MD.


(Jagdish Kumar)
Genl. Manager (Fin.)

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