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 Gram : 'FOODCORP'  
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भारतीय  
 खाद्य  
 निगम


 FOOD  
 CORPORATION  
 OF INDIA

मुख्यालय  
 नई दिल्ली  
 Head Quarters  
 New Delhi

16-20, बाराखम्बा लेन, नई दिल्ली-110001. दूरभाष: 011-43527697, 43527698  
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**No. FCI HQ-FIN.012 (14)/1/2022-FINANCE**  
**Approved Date**

**Dated:**

Instances have been observed where the travel tickets and other expenditures like Hotel Booking etc. for Senior Executives are booked by their associated staff. Thereafter, the amount spent on the afore-stated travel is informed to the respective local Accounts Section which sometime books this amount directly in the Expenditure Account Head instead of booking through proper financial / accounting procedure.

Also to ensure proper and timely settlement of the Travel Advances, paid to Officers / officials a Standard Operating Procedure (S.O.P) has been prepared which should be followed strictly.

### **Standard Operating Procedure for Travel on Official Tour**

1. Competent Authority, as per Delegation of Powers (DoP), for Operating Division / Unit Offices issues Office Orders to deploy an Officer / official of the Corporation to undertake an assignment on official tour in concurrence to the stated Instructions / Guidelines or as being specified for the particular assignment, at any place other than their / his / her Station Headquarters.

OR

**Tentative Tour Program** is prepared wherein the stated details are to be submitted for perusal and approval, as per DoP, by the Competent Authority:-

- Date of Leaving the Station Headquarters;
- Mode of Travel as per the entitlement of the Officer/official i.e., Train / Air Plane;
- Tentative number of days to stay at the scheduled destination;
- Date of Arrival to Station Headquarters after the completion of Assignment or otherwise.

2. On approval of the Tentative Tour Program:

- Requisition for arrangement of Travel Tickets can be submitted to the House-Keeping Section at Station Headquarters; the copy of the

Invoice raised by the authorised Travel Agency, along with copy of approval of the competent authority, is to be submitted by the Housekeeping Section to Bills Section at Station Headquarters for its account. Payment made to the authorised Travel Agency be accounted as 'Travel Advance' in the name of Officer / official deployed on Tour and payment be made to the Authorised Travel Agency.

OR

- Requisition for release of Travel Advance through HRMS, for travelling and Lodging / Boarding Expenses (and / or only for Lodging / Boarding Expenses in cases where the Travel Tickets are got done through authorised Travel Agency) for the Tentative Tour Program, uploading therewith the approval of the competent authority, is to be submitted at Station Headquarters.
3. On receipt of Travel Advance Requisition, Competent Authority in Bills Section, at Station Headquarters, accords approval for release of Travel Advance in the name of Officer/s / official/s deployed for the assignment stated in the Tentative Tour Program, this amount will also be accounted as 'Travel Advance' in the name of the Officer / official.
  4. After conclusion of the Tour, duly approved by the competent authority, Tour Bill specifying the factual details be prepared and submitted by the concerned Officer / official as stated hereunder:-
    - Exact date and time of start of Travel from the Station Headquarters;
    - Mode of Transport from residence / Station Headquarters to Air Port / Railway Station / Bus Station etc. specifying the expenditure incurred with proper proof;
    - Details of Train / Air Tickets with cost of travel from Station Headquarters to Destination with proper bills / receipts;
    - Details of expenditure on travel from Destination Air Port / Railway Station / Bus Station to place of Stay;
    - Number of Days of stay at the destination with Invoice / Bill of Hotel / Guest House etc. from the place of Stay;
    - Details of amount spent on To and Fro journey from place of stay to the place of work;
    - Claim for daily allowance, as per entitlement both on designation and grade of city basis of place of stay, for the number of days on Tour;
    - Mode of Transport from place of stay to Destination Air Port / Railway Station / Bus Station on completion of Tour;
    - Details of Air / Train / Bus Tickets with cost of travel from Destination station to Station Headquarters;
    - Mode of Transport from Air Port / Railway Station / Bus Station to residence / Office specifying the expenditure incurred with proper receipts.

5. In compliance to the directives at Para 3 of the Circular No. 13-2019-25 dated 24<sup>th</sup> July'2019 (File no. EP-19 (1) / 2017 of EP Division), reinstating Point No. 2 (i) of the Circular No. Bills.II / Imprest Advance / 2014-15 dated 07.05.2014 of Finance Division that "the officer / official drawing the advance i.e., imprest advance, TA advance etc., shall submit the adjustment voucher along with all supporting vouchers / receipts etc., within 15 days from the date of drawl or from the date of completion of the event, whichever is later"; the concerned Officer / official is required to submit his / her Travel Bill, within the stipulated time-period for adjustment of the Travel Advance and consequent expenses, as per eligibility of the respective Officer / official.
6. Adjustment of Travel Advance and claim for reimbursement of the differential, if any, has to be submitted through HRMS Application by filling therein the details as specified in Point No.5, above, along with uploading of the Tour Bill, along with the copy of the approved Tentative Tour Program.
7. The claim is then processed by the competent authority at Bills Section, Station Headquarters and approves generation of Invoice for expense through FAP; and due adjustment of Tour Advance in the name of the Officer / official for the scheduled Tour Program is accordingly affected. Settlement of differential amount payable / recoverable may accordingly be affected.
8. However, if the concerned Officer / official fails to submit their / his / her Tour Diary / Bill, the amount of Travel Advance credited earlier, within the stipulated time period as specified in the Circular dated 07.05.2014; recovery by the drawing and disbursing officer has to be affected from the next month, limiting it to be 75% of the take home pay of the officer / official for every month till the recovery of entire advance.
9. Accounting Entries to be affected for proper recording of Travel Expenditure in the Books of Accounts of the Corporation are stated in Annexure-I enclosed herewith.

**Enclosure : as above**

**(O.P. Dani)**  
**Chief General Manager (Fin.)**

**Distribution:**

1. All ED (Zones), FCI, Z.O. (North/South/East/West/North-East);
2. All GM (Region), FCI/ DGM (Region), Manipur;
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4. The Director, IFS, FCI, Gurgaon, Haryana
5. AGM (Bills), FCI, Headquarters, New Delhi.
6. All Area Managers, FCI, D.O.;

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7. GM (FAP), FCI, Headquarters, New Delhi....for making necessary provision in FAP;
8. GM (IT) FCI, Headquarters, New Delhi....to upload the same in FCI website.