

No. P-11011/6/2011-PMD
Government of India
Cabinet Secretariat
Performance Management Division

5th Wing, Janpath Hotel,
Janpath, New Delhi-110001

Dated 9th September, 2011

CIRCULAR

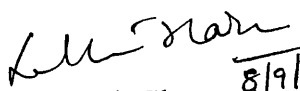
Subject: Reimbursement of boarding, lodging and travelling expenses in respect of outstation ATF members.

While processing the claims for reimbursement of travelling expenses (by air, rail & road) of the outstation ATF members for attending meetings connected with various activities under RFD/PMES, it has been observed that due to certain inadequacies in the TA bills submitted, the settlement of the claims gets delayed. To avoid these delays and to ensure timely payment to the ATF members, all the outstation ATF members are requested to kindly follow the guidelines, mentioned below, while undertaking the journeys for attending the ATF meetings and submitting the TA bills for reimbursement of boarding, lodging and travelling expenses:

- i. Once the ATF members receive the intimation of meeting(s) from Performance Management Division (PMD) and are available for said meeting(s), the approval for complete tour programme for attending the ATF meeting(s) should be obtained from PMD beforehand. If there is any change in the approved tour programme or any additional journeys are required, the approval for same also should be obtained from PMD before undertaking the change or additional journeys.
- ii. For meetings spanning many days, usually the ATF members will be paid one to & fro air fare. In case of more than one to & fro journey for consecutive meetings spanning many days, prior approval of Secretary (Performance Management), Cabinet Secretariat should be obtained by ATF members.
- iii. The journeys are to be performed by Air India in economy class. Air fare higher than the economy class is not reimbursable. The mode of travel (air, rail, road) should also be mentioned in the tour programme. Journey by own car needs necessary prior approval of Secretary (Performance Management).

Contd. 2.

- iv. Tickets/e-tickets must be procured directly from the airlines or through Balmer Lawrie & Co. Ltd. If approved tour programme is sent in advance to PMD, and if ATF member so desires, ticket shall be arranged by PMD.
- v. For each trip (to and fro), separate TA bill in the prescribed format (in duplicate) be submitted.
- vi. Necessary documents including original boarding passes and air/rail/bus tickets/e-tickets, bills of road journey should invariably be enclosed along with the TA bills.
- vii. Charges for cancellation of tickets may be claimed along with the reasons for cancellation in public interest.
- viii. The bills should be submitted within 15 days of completion of journey for early settlement.
- ix. The outstation ATF members are eligible for boarding and lodging charges upto Rs. 5000/- per day. The reimbursement of Hotel/Guest Houses charges will be subject to production of bills for actual expenditure incurred. This includes reimbursement of food bills not exceeding Rs. 500/- per day within the overall limit of Rs. 5000/- per day.


(Rakesh Sharma) 8/9/11
Under Secretary

To

All the outstation ATF members