



No. Entitlement/Audit/TA/2024-25/1154

Dated: 19.02.2025

CORRIGENDUM

A circular No. Ent/Audit/TA/2024-25/612-17 dated 10.09.2024 outlining the Standard Operating Procedures (SOP) for Domestic Traveling Expenses to regulate personal claims of office staff under the "Domestic Traveling Expenses" category has been issued. In response to representations from Staff Associations of the office, the competent authority has accorded the approval to amend the following points of the SOP:

Point No. 4 - Weekend and Holiday Stay

- If the audit party is stationed less than 75 km from the Headquarters, it should return to Headquarters every weekend and on Gazetted holidays.
- If the audit party is stationed 75-150 km from the Headquarters and there are two consecutive holidays, it should return to Headquarters. However, if the audit party is staying at Government Rest/Circuit Houses or has made its own stay arrangements (except Hotels) at the audit location, it may not need to return to Headquarters.
- If the audit party is stationed up to 250 km from the Headquarters and there are three consecutive holidays, it should return to Headquarters. If the audit party is staying at Government Rest/Circuit Houses or has made its own stay arrangements (except Hotels) at the audit location, it may not need to return to Headquarters.

It is once again emphasized that payments for hotel charges and similar expenses should be made through electronic modes such as UPI, net banking, debit cards, credit cards, etc., instead of cash transactions, in alignment with the Government of India's policy to promote cashless and electronic payments.

All other terms and conditions of the issued Standard Operating Procedures (SOP) remain unchanged.

Authority: Pr. Accountant General Orders dated 18.02.2025
in file No. Entitlement/Audit/TA/2024-25/

Sd/-

Sr. Dy. Accountant General (Admin.)

Copy to:

1. Sr. PS to Pr. Accountant General (Audit)
2. PA to Sr. Dy. Accountant General (Admin)
3. PA to Dy. Accountant General (AMG-I, II & III)
4. Welfare Officer
5. All officers/officials (Official e-mail id)

Sr. Audit Officer (Entt.)