

OFFICE ORDER

Subject: Streamlining of Travel Allowance (TA) Bill Workflow in CAG HRMS Portal – Submission of Hierarchy Matrix Details Regarding.

To eliminate procedural delays and ensure the timely settlement of Travel Allowance (TA) claims, a structured digital workflow is being implemented within the CAG HRMS portal with immediate effect.

All Sectors and Sections are hereby directed to compile and map the hierarchical workflow details of the staff working under their administrative control. The mapped workflow must strictly follow the sequential matrix detailed below:

1. Mandatory Hierarchy Matrix Structure

Employee: Name, Designation, and EMP ID No. (Claimant)

Assistant Audit Officer (AAO HQs): Name, Designation, and EMP ID No. (Scrutiny Authority)

Senior Audit Officer (Sr. AO HQs): Name, Designation, and EMP ID No. (Reviewing Authority)

Sr. DAG / DAG: Name, Designation, and EMP ID No. (Sanctioning Authority)

All Section In-charges must prepare this data in the prescribed Excel format for their respective teams and email it directly to the **Entitlement Section** on or before **01.07.2026**.

S.No.	Offical,s/ Officer,s Name & Designation (Hqs. & Field Party)	Offical,s/ Officer,s EMPID No. (Hqs. & Field Party)	AAO HQs Name & Designation	AAO HQs EMPID No.	Sr. AO HQs Name & Designation	Sr. AO HQs EMPID No.	Sr. DAG / DAG Name	Sr. DAG / DAG EPPID No.


**Sr. Audit Officer
(Entitlement)**