



भारतीय लेखापरीक्षा तथा लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब  
Indian Audit & Accounts Department  
O/o The Pr. Accountant General (Audit), Punjab



OFFICE ORDER

Office order No. OE-II/2023-24/02

Dated: 21.09.2023

In pursuance of the Pr. Accountant General's orders dated 08.09.2023, Instructions are circulated that as per O.M. no 19030/1/2017 dated 13.03.2018, of Government of India, Ministry of Finance, Department of Expenditure, T.A. claims are to be submitted within 60 days succeeding the date of completion of journey. The claim of a Govt. Servant to Travelling Allowance/Daily allowance on Tour/Transfer/Training is forfeited or deemed to have been relinquished if the claim is not preferred within 60 days succeeding the date of completion of the journey.

The Sr. Audit Officer (HQ) of the functional AMG's shall ensure that the TA claims complete in all respects, in the light of instructions contained in aforesaid OM are received within 60 days succeeding the date completion of journey in the AMG concerned. Only bills that are received in the AMG within 60 days will be considered for reimbursement. Any bill received in the AMG after sixt days duration shall have to be rejected or got condoned from the competent authority i.e. HQ office. TA bills are to be submitted in OE-II section within 7 days (over and above 60 days which are provided to the Government servant for submitting TA bill) by the respective AMGs.

It is also brought to the notice of all the staff members that point no. 1 of the office order dated 30.03.2022 endorsed vide letter No. OE-II/TA Bill 2021-22/482-

2023

495 dated 30.03.22 regarding continuation of hotel bill to next month is also withdrawn herewith.

This circular will be effective from the date of its circulation i.e 08.09.2023

— Sd —  
Sr. DAG (Admn)

No. OE-II/TA/Instructions/2023-24/195-225

Dated: 21.09.2023

Copy of the above is forwarded to the following for information and necessary action:

1. Secretary to Pr. A.G.
2. All Group Officers.
3. Sr. A.O. (HQ) AMG-I,II,III,IV & V with the request to bring the above office order to the notice of all the staff members.
4. Sr. A.O. (Admn. I, II, III, RTI, Legal Cell, FINAT, FAW, EMS, OE-I&II, Report I, II & III, CCC, Welfare, ITA, EDP, IT Audit, PAC, Digitization Cell, Punjabi Cell)
5. Sr. A.O. (RAO, Patiala)
6. Sr. A.O. (EDP) with the request to upload the office order on office website.

— Sd —  
Sr. AO (OE-II)