

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT, AUDIT BRANCH
325, SARAT CHATTERJEE ROAD
N A B A N N A
HOWRAH-711 102**

Memo. No. 3992-F(Y).

Dated, Howrah, the 15th July, 2019.

**Sub : Drawal of T.A. / D.A. bill for official tour undertaken by
a Government employee – clarification thereof.**

Under the existing rules, the travelling expenses for undertaking an official tour by an employee is, irrespective of his duty assignment, debited to the same head as his pay, except where the Government employee is made to travel on duty connected with an outside body or fund.

Owing to this fact several offices are facing difficulties in allowing such T.A. / D.A. bills in favour of the employee for tour undertaken by him on behalf of another office where he is not substantially posted.

In view of the position stated above, the procedure for drawal of T.A. / D.A. bill for tour undertaken by an employee on behalf of the Office where he holds additional charge, has been under consideration of the Government for some time past.

After careful consideration of the matter in all its aspects the Governor is now pleased to lay down the following clarification;

Holding Original Charge in	With Additional Charge in	Tour undertaken in connection with the official affairs of Original Charge	Tour undertaken in connection with the official affairs of Additional Charge
Purely Government Office	Purely Government Office	T.A. / D.A. shall be drawn by the D.D.O. of the Government Office from where his / her salary is drawn.	T.A. / D.A. shall be drawn by the D.D.O. of the Government Office from where his / her salary is drawn.
Purely Government Office	Parastatal	T.A. / D.A. shall be drawn by the D.D.O. of the Government Office from where his / her salary is drawn.	T.A. / D.A. shall be drawn from the fund of Parastatal where he is holding additional charge.
Parastatal	Purely Government Office	T.A. / D.A. shall be drawn from the fund of Parastatal where he is holding original charge.	T.A. / D.A. bills for tour undertaken by the employee on behalf of the Government office where he is holding additional charge, shall be drawn from the Parastatal where from his salary is drawn. The Parastatal concerned may prefer claim for reimbursement to the Government office on behalf of which he has undertaken tour.
Parastatal	Parastatal	T.A. / D.A. shall be drawn from the fund of Parastatal where he is holding original charge.	T.A. / D.A. shall be drawn from the fund of Parastatal where he is holding additional charge.

This has the concurrence of Finance Department, Group-T vide U.O. No.Group-T/2018-2019/1554, dated 09.03.2019.

Sd/- S. K. De.

**Joint Secretary to the
Government of West Bengal.**

Contd....P/2

No. 3992/1(400)–F(Y).

Dated, Howrah, the 15th July, 2019.

Copy forwarded for information and necessary action to :—

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, 2, Government Place West, Kolkata–700 001.
- 2) The Principal Accountant General (Audit), West Bengal,
Treasury Buildings, 2, Government Place West, Kolkata–700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex,
3rd M.S.O. Building, 5th Floor, Block–DF, Sector–I, Salt Lake, Kolkata–700 064.
- 4) The Additional Chief Secretary / Principal Secretary / Secretary, _____

- 5) The Special Secretary / Additional Secretary / Commissioner / Joint Secretary / Deputy Secretary,
Finance Department.
- 6) The _____ Department,

- 7) The Commissioner, _____ Division, _____

- 8) The Director, _____

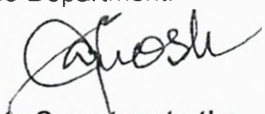
- 9) The Director of Treasuries and Accounts, West Bengal,
Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata–700 001.
- 10) The District Magistrate / District Judge / Superintendent of Police, _____

- 11) The Sub–Divisional Officer, _____

- 12) The Block Development Officer, _____

- 13) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I,
81/2/2, Phears Lane, Kolkata–700 012.
- 14) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II,
P–1, Hyde Lane, Jawahar Building, Kolkata–700 073.
- 15) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III,
Subhanna, DF–9, Sector–I, 5th & 6th Floor, Salt Lake, Kolkata–700 064.
- 16) The Treasury Officer, _____

- 17) The Group _____ / _____ Branch, Finance Department.
- 18) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.
— He is requested to upload copy of this order in the Website of Finance Department.


Deputy Secretary to the
Government of West Bengal.