



OFFICE ORDER NO: 742/2012

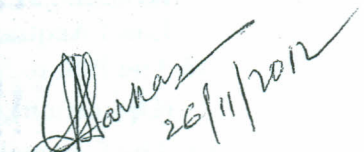
Dated: 30.11.2012

The provisions relating to grant of advance for travelling allowance for official journeys were introduced vide Office Order No.2111 dated 18.09.1975. In view of limited scope of applicability as also restrictive stipulation regarding admissibility the very purpose to meet the requirement is not being fulfilled and as such the revision of the same has been under consideration of the Management.

Accordingly, the Board of Directors of the Company in its 29th meeting held on 14th November 2012 vide Resolution No.10 has been pleased to frame the following provisions regarding grant of advance in supersession of the existing provisions, which are as follows:

- i. The advance shall be admissible to all members of Officers & Staff regardless of their rank and position for official journeys within or outside West Bengal.
- ii. The advance shall cover cent percent of travelling expenses including estimated road mileage allowance and 90% of charges for hotel accommodation as per approved scale.
- iii. Drawal of such advance will be liable to adjustment within a month from the date of drawal of advance and no second advance will be admissible until the first advance is fully accounted for and adjusted.
- iv. In the event the concerned officer/staff fails to submit his TA Bill for adjustment of advance as per Clause-III above the same shall be recovered from his/her salary bill of the next following month.

This order takes immediate effect.


(A.C. Sarkar)
Managing Director