

**PONDICHERRY UNIVERSITY
FINANCE & ACCOUNTS SECTION**

R.SEGAR
Deputy Registrar [Finance & Accounts]

R.V. Nagar, Kalapet,
Puducherry - 605 014.

PU/F&A/Circular/2017-18/

Date : 26-05-2017

CIRCULAR

Sub: PU – F&A -Submission of original boarding pass for availing of air passage under University Funds – Reg.

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PU/FS/649
2-6-17

All the Faculty members and Officers, who are availing of air passage under various schemes/facilities of the University, such as Official Tour, Leave Travel Concession (LTC), Travel under Research Project, etc., and any other official purposes, are hereby informed that they are required compulsorily to submit the original boarding passes for both ways i.e., onward and return journeys as per Office Memorandum vide O.M.No.19030/3/2014-E.IV, dated 08-10-2014 of Ministry of Finance, Department of Expenditure, Govt. of India for settlement of their Tour claims by the Finance Section. In any circumstances, no exemption from their mandatory requirement will be permissible hereinafter.

All the Employees concerned are requested to comply with this Government of India requirement without fail.

R. Segar
26/05/2017
DEPUTY REGISTRAR (F & A)

To

All Employees (Teaching & Non-Teaching) concerned

Copy to:

1. The Assistant Registrar, V.C's Secretariat - for kind information of the V.C
2. The Assistant Registrar, Registrar's Secretariat - for kind information of the Registrar
3. The Private Secretary, F.O's Secretariat - for kind information of the Finance Officer
4. ✓ The System Manager - with a request to host in the University website

No. 19030/3/2014-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 8th October, 2014

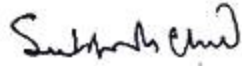
Office Memorandum

Subject: Travelling Allowance(TA) Rules- submission of Boarding Pass alongwith TA bills- reg.

References have been received in this Department, seeking review of the existing guidelines relating to submission of Boarding Passes alongwith TA bills for air journeys performed on Government account.

2. O/o Controller General of Accounts have clarified that as per provisions of Civil Accounts Manual, Pay and Account Offices are mandated to ask the DDOs to produce records to ensure that the journey for which TA is being claimed, was actually performed and DDOs may accordingly be asked to enclose the Boarding Passes with the TA bills.

3. Since submission of Boarding Passes as proof of having undertaken the journey is a requirement under the rules and procedures for passing TA claims, all concerned are required to follow these instructions. Ministries/Departments etc. are accordingly advised that these instructions may be brought to the notice of all concerned for strict compliance.


(Subhash Chand)
Director

To,
All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to:

1. C&AG and UPSC, etc. (with usual number of spare copies) as per standard endorsement list.
- ✓ 2. NIC, MoF with the request to upload the OM on the website of Ministry of Finance.