

GOVERNMENT OF KERALA
CIRCULAR MEMORANDUM

Sub:- Advances – Tour Advance to Government Officers – Drawl of amount in Excess if requirement – Avoidance of – Instructions –

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According to Art 532 (b) T.A. & A. Code a non-gazette Officer or inferior independently or accompanying an officer will be granted an amount in advance sufficient to cover his personal traveling expenses for a month which will be adjusted on return on headquarters or on 31st March, whichever is earlier.

The Accountant General has reported that during the course of submit of T.A. bills, it is noticed that advance amounts much in excess of the actual amount required are drawn with the result that the entire advance drawn at any one time could not be adjusted from the regular T.A., claim fro the journeys for which the advances were drawn, since the actual claims fall short of the advance drawn.

This practice is highly irregular and is against the very spirit of the concession contemplated in the rule, The rule permits the drawl of advance of only the amount just necessary to cover the actual anticipated expenses for the journey to avoid any hardship to the officer concerned. Any amount drawn in excess of the actual requirements in anticipation of unexpected halts or further journey but not so utilized should be got refunded immediately on return to Head masters and should not be permitted to be carried over to the next month. The present practice of drawing advances in excess and or *** over of the some to the next or subsequent months results unauthorized keeping of public funds in the hands of the individual and is therefore highly irregular.

The attention of all drawing officers is invited to the rules on the subject and they are requested to see that the amount of advanced is restricted to the actual/approximate requirements for the occasion of the persons concerned to the headquarters. They are also informed that as a measure of check they should record the particulars if refund of the balance either in cash or by adjustment in the regular T.A. Bill in which the T.A. claims for the journey are drawn.

By Order of the Governor,
E. Vijayaraghavan
Assistant Secretary.

NO. 72942/50/EB-2/Fin (Finance Department) dated 21-12-1960.

Forwarded to : All Heads of Departments and Offices etc.

Endt on E5-113-F.Dis./61.

Office if the Chief Conservator
Of Forests, Trivandrum,

Copy to all Conservator of Forests.

Copy to all Divisional Forests Officers.

Copy of All Working Plans.

Copy to all S.R.P. Trichur.

Copy to all wild Life Preservation Officer, Peer made.

Copy to All Superintendents and F.A,

Forwarded/By Order

SUPERINTENDENT.