

Office of the Sr.Divisional Finance Manager
South Central Railway
Vijayawada

No.A/EG/BZA/E-III

Dated : 31.08.2021

Sr.DPO/BZA, Sr.DEN/Co-ord/BZA, Sr.DME/BZA, Sr.DCM/BZA,
Sr.DME/EN & HM/BZA, Sr.DSTE/BZA, Sr.DEE/M/BZA, Sr.DEE/TRS/BZA,
Sr.DEE/TRSO/BZA, Sr.DEE/TRD/BZA, CMS/BZA, Sr.DSC/BZA

Sub:- Competent Authority for signing of TA for more than 15 days & OTA for more than Rs.5000/-

Ref:- (1) This Office Lr.No.A/EN/BZA/EI dt.05.08.2021 addressed to all Branch Officers.

(2) This Office Lr.No.AAD/ENG/E-IV dt.26.07.2021 addressed to all Branch Officers.

Time and again instructions are received from Head quarters to curtail expenditure on TA & OTA. In this context the following guidelines may be adhered to-

Travelling Allowance(TA):

(1) All TA claims to be approved by the controlling officer and summary report on all TA for more than 15 days in a month to be put up to DRM for perusal vide Rly. Board Lr.No. 2015-B-235 dated 16.10.2017.

(2) TA claims have to be submitted to this office within 60 days succeeding the date of completion of each individual journey.

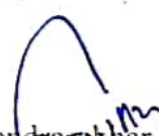
If the TA claim is submitted to Accounts Office after 60 days of performing the journey, the TA claim should be counter signed by the respective head of office or controlling officer vide Rly Board No.F(E)/2018/AL-28/29 dated 23.03.2018 (RBE No.44/2018).

(3) If the employee made a claim beyond 60 days succeeding the date of completion of the journey, the claim is to be forfeited as per RBE No.44/2018(SOP Pt.(F) item No.32.)

Over time Allowance(OTA):

OT claims for more than Rs.5000/- requires approval of DRM/CWM/SAG officer as per Item No.33 Part 'F'(Non-Gazetted) matters of MSOP 2018

Henceforth, the above guidelines are to be strictly adhered to. Any TA/OTA claims received in deviation of the above will be summarily rejected.


(P.Chandrashekar Babu)
Sr.DFM/BZA