

**GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
GANGTOK**

OFFICE MEMORANDUM

No. 52/Fin/Acctt.

Dated : 28.04.97

SUBJECT: SANCTION OF ADVANCE IN CONNECTION WITH TOURS-REGARDING.

In partial modification of the Rule 213(1) of SFR advance TA/DA may be sanctioned by the Head of Department, strictly adhering to the following instructions:

1. Advance can be drawn only if requests for advances are concurred/approved by the Financial Advisor in the Department before sanction by the Head of Department.

2. The Financial Advisor will take into account the following items of expenditure, to determine the quantum of advance.

a) Daily allowances as per Rule 29, Column(c) of the TA Rules for the number of days on tour.

b) Air Fare/Railway Fare/Roadway Fare as entitled as per the TA Rules.

c) Room Rent for stay in Sikkim House/New Sikkim House at Delhi and STCS Guest House, Calcutta for the number of days of stay on tour.

d) Mileage allowance as per Rule 30 of the TA Rules for 200 KM within one Municipal Area.

3. Normally only 75 % of the estimated expenditure is to be granted as advance.

4. All advances will be fully settled in the final TA Bill for the journey actually performed.

5. The AO(Hq)/DDO(Hq) shall be fully responsible for settlement of such advances as per Rule 216 of SFR.

6. Second advance shall not be sanctioned until the previous advance taken is settled in full.

All Heads of Department /Office,the Pay and Account Office in particular shall insure that all the above directives are properly adhered to by the Department, failing which, the Pay and Account Office shall not pass the bill.

Sd/-

(Tashi

Topden,IAS)

Secretary-Finance.