



# JEEV KA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

1<sup>st</sup> Floor, Vidyut Bhawan - II Bailey Road, Patna- 800 021; Ph.: +91-612-250 4980; Fax: +91-612-250 4960; Website : www.brplp.in

### Office Order

Ref.: BRLPS/Estt/138107/3003

Date: 14/11/14

It has been observed that claims of service providers against the booking of air tickets remain unsettled due to non-availability of Boarding passes which is conclusive evidence of journeys having been actually undertaken. Delays in payment adversely affects the interest of service providers in subsequent booking of tickets and also the image of our organization. As such, as directed, it is conveyed to all that:

1. Submission of original boarding pass in respect of air journeys undertaken by employees of BRLPS shall be mandatory for re-imburement of cost of air ticket either to the employee concerned in case of self-purchased tickets or to the service provider in case of tickets booked by office;
2. The Office Assistant responsible for booking of tickets through service providers shall ensure booking of tickets only against the requisition with prior approval of competent authority. He will be personally responsible for payment against the claims not duly approved by competent authority and while making payment against such claims, the amount shall be booked as advance in his name. He will also maintained a register of tickets booked on behalf of office along with details of submission of boarding passes to monitor actual utilization of the ticket before settlement of claims of service provider.
3. On return from the journeys, the employees for whom tickets were booked, shall immediately submit the original boarding passes as to support the claims processing for payment to the service provider. In case of non-submission of original boarding pass, the cost of tickets shall be booked as advance while making payment to the service provider.

All the employees of BRLPS shall ensure strict compliance of the above order with immediate effect.

By the orders of CEO

( B.K. Pathak )

Officer-on-Special Duty

Copy forwarded for information and necessary action to :

1. Director/ Administrative Officer / CFO/FO/PS/SFMs
2. All PCs/SPMs/PMs
3. All District Project Managers, DPCUs,
4. Office Assistant(s) authorized to book tickets, BRPLS