



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. No. : BRLPS/Estt/138/07/223

Date : 21.04.2017

Office Order

Generally, the BRLPS use to purchase Air/Railway tickets from the authorized agents / Railway Counter for its employees who are to proceed on tour. It is imperative to make timely payment to the agents to get their services smoothly and for the convenience of employees who intend to proceed on tour. This is also essential for getting expenditure booked properly for accounting. To facilitate the process, it is essentially required that the documents related to the tour be submitted in the office by the concerned employees within the stipulated time. These documents are :-

- i) Booking of tickets must be done after furnishing copies of the approval from the competent authority to the Logistic Assistant. In case of emergencies where prior approval could not be obtained on paper or MIS, approval must be obtained and submitted within a week (7 days) of completion of journey.
- ii) Boarding passes must be submitted within a week (7 days) of completion of journey.
- iii) Mode of journey mentioned in the approval should be clearly mentioned in the approval i.e. by Air or by Train. If both are mentioned and the approval is ambiguous, then air tickets will be provided only if the train ticket is unavailable.
- iv) In case of Group booking, coordinating staff would be responsible for furnishing above mentioned documents.
- v) In case of non-submission of above documents no new booking would be made for defaulting employee by the Logistic Assistant / Admin. Cell and the amount spent on purchasing ticket may be realized from the concerned employee.

By the order of CEO


21.04.2017

(Kumar Anshumaly)

Director

Copy to :

1. AO/OSD/CFO/PS/PCs
2. All SPMs/SFM/PMs/AFMs
3. All SPMU officials
4. IT Section
5. Concerned file.