

JEEVIKA

(The World Bank & Govt. of Bihar Assisted)

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY

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Date : 19-3-09

Ref : BRLPS/ADMN/04/06-II/2428/09


Office Order

Employees performing tour to outside State and inside state will submit the TA bills as per the details given below:

1. Employees performing tour to outside State will submit TA bills within one week of conclusion of journey.
2. Employees performing tour to inside State, TA bills must be submitted within one week of the end of the month.

Beyond the period, a justification will be needed in writing upto 15 days. After that the claim will not be entertained.

By the order of Chief Executive Officer


19/3/09
(Suman Kumar)
Administrative Officer

CC:

1. CFO/FO
2. All SPMs/PMs
3. All DPCUs/BPIUs
4. Procurement Specialist
5. A/c Section
6. Concerned Files