



STATE PLANNING BOARD

No.SPB/876/2022-F1

Pattom Palace.P.O
Thiruvananthapuram
Dated:14/11/2022

CIRCULAR

Sub:- State Planning Board- Disbursing of Traveling Allowance(T.A) claims of officials-Sanction order of tour programme from competent authority
-Instructions - reg

Ref:-Circular No.51/08/Fin dated 18.08.2008.

Article 40 (a) (i) of KFC stipulates that no Government servant may incur any item of expenditure from public fund unless the expenditure must have been sanctioned by a general or a special order of the authority competent to sanction such expenditure. In this connection, instructions were also issued by the Government as per circular cited above, which clarifies that all HoDs/Controlling authorities/DDOs should ensure that the sanction order of tour programme and the detailed tour diary duly countersigned by the Controlling officers are produced along with each T.A claim. However, it has come to notice that the officers of State Planning Board including District Planning Offices are performing official journey many a times, without obtaining prior sanction order from the competent authority. The current practice is to approve the tour diary after performing the tour and office proceedings are issued for disbursing the T.A claims, which is against the circular instructions issued by the Government and this wrong practice needs to be corrected immediately.

2.In this circumstance, all countersigning authorities/drawing and disbursing officers/officers of State Planning Board and District Planning Offices should ensure that sanction order of tour programme from the competent authority and the detailed tour diary duly countersigned by Controlling Officer are produced along with each T.A claim.

3. If sanction order cannot be issued for some important and / or unavoidable reasons, before performing the tour in case of urgency, an *ex-post-facto sanction order* must be got issued by the competent authority after recording such reasons in writing to put the record straight and sanction such expenditure in tune with the provisions of KFC, before disbursing the T.A claims.

4. Any violation of these instructions /lapse in this regard shall be viewed very seriously.

1155/2022

Puneet Kumar I A S
Member Secretary

To

1. All Division Chiefs
2. All Section Heads
3. All District Planning Offices

Copy to:

1. PA to Vice Chairman
2. PA to Member Secretary
3. CA to Senior Administrative Officer