



Government of Jammu and Kashmir
Directorate of Sheep Husbandry Kashmir
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Subject: - Approval of tour dairies of Officers/officials and submission of tour note thereof.


C I C U L A R

It has been observed that most of officers/officials are proceeding on Tour with intention to get the T.A/D.A and other benefits of the programme at their own level without taking a proper permission/consent from their higher authorities. This practice must be stopped and should be regulated properly as the matter has been noticed seriously.

As such it is impressed upon all drawing and disbursing officers of this Department that no T.A shall be drawn in respect of any Officer/official till his/her tour programme is approved in advance by the higher authorities and subsequently he/she submits his tour note wherein important observations marked during the tour shall be highlighted to follow-up the necessary action; if and when required by the concerned section.

Besides above, it is directed to follow the rules and instructions prescribed by the Govt. regarding the drawl of travel expenses. It must be noted that less than (12) twelve hours of journey shall be calculated half day tour and more than (12) twelve hours full day tour

Strict compliance by all concerned shall be appreciated and any dereliction in this behalf shall be dealt under rules.


Dr. K. K. Sharma
Director
Sheep Husbandry Department
Kashmir

No: DSHK/PF-09/G/15/2247-76 dated: 07-06-2016

Copy to the: -

1. All Drawing & disbursing offices for information & n/a.
2. Accounts officer Sheep Husbandry Department Kashmir for information with the remarks that all tour dairies should be passed by the Dy. Director Central after verifying with the attendance and as per advance orders issued from this Directorate.
3. Notice board for information.
4. I/c Web. Site.
5. Master file