

भारत के नियंत्रक और महालेखा परीक्षक का कार्यालय,
Office of the Comptroller and Auditor General of India,
09, दीन दयाल उपाध्याय मार्ग, नई दिल्ली – 110124
09, Deen Dayal Upadhya Marg, New Delhi-110124

(For exclusive use in IA&AD)

Circular No.20/2024

No. 245–FMD/DFPR/01-2018

Dated: 01st July 2024

To

1. All the Heads of Department in IA&AD
2. Director General (Hqrs)

Subject:- Reimbursement of Hospitality expenses in office incurred by the SAOs of Indian Audit and Accounts Department - regarding.

Sir/Madam,

A reference is invited to this office Circular No.34/2023, issued under letter No.394-FMD/DFPR/01-2018 dated 16.11.2023, vide which Booklet of guidelines on expenditure management in IA&AD was circulated.

2. The Comptroller & Auditor General of India has approved the ceiling for refreshment expenses (official Hospitality expenses) to SAOs to attend/entertain guests/visitors in the office at the rate of ₹ 60/- per day for all working days (excluding Tour/Training etc.) on which officer attended their Headquarters office (including branch offices). However, the upper ceiling limit per person is restricted to ₹ 1200/- per month.

3. The concerned SAO may claim his/her refreshment expenses (official Hospitality expenses) on half yearly basis in enclosed proforma. Refreshment expenses (official Hospitality expenses) may be claimed within a period of three months after completion of 1st and 2nd half year.

The orders are effective from 01st July 2024.

Encl: Proforma

(Ritika Bhatia)
Director General (Staff)

Proforma for claiming reimbursement of official hospitality expenditure

1.	Name of the officer						
2.	Designation						
3.	Employee Code						
4.	Name of the bank of the claimant						
5.	Bank Account number of claimant						
6.	IFSC code						
7.	Number of working days on which officer attended the office (excluding Tour/Training etc.)	Year :-			Year :-		
		Month	Days	Amount	Month	Days	Amount
		January			July		
		February			August		
		March			September		
		April			October		
		May			November		
		June			December		
8.	Total amount claimed						

Certificate

I hereby certify that I have spent Rs. _____ (Rupees _____ only)
towards expenditure on official hospitality for the period mentioned below:

i) January – June

Or

ii) July – December

(Only one option is to be ticked)

Date _____

Signautre
Name
Contact number