



भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय प्रधान निदेशक लेखापरीक्षा (केन्द्रीय), चंडीगढ़
Indian Audit & Accounts Department
Office of The Director General of Audit (Central),
Chandigarh



64B.

No. DGA(C)/Admn-II/ Hospitality /2025-26/265

Date: 18.07.2025

Office Order

In pursuance of Headquarters Circular No. 20/2024 (No. 245-FMD/DFPR/01-2018) dated 01.07.2024, it is informed that all SAOs working in this office may claim reimbursement of hospitality (refreshment) expenses for attending/entertaining guests/visitors at Hqrs in the office, as per the following guidelines:

1. The order is effective from 01.07.2024.
2. Claims for the period 01.07.2024 to 31.12.2024 shall be submitted up to 31.07.2025.
3. Claims are to be submitted on a half-yearly basis in the prescribed proforma (Copy Attached) within 3 months from the end of the relevant half-year.
4. The admissible rate is ₹60/- per working day (excluding tour/training days) on which the officer attended their headquarters office (including branch offices).
5. The maximum ceiling limit is ₹1200/- per person per month.

The HQ. Sr. Audit Officer of respective wings may forward the claims of eligible officers to Admin-II section after verifying number of days on which officers attended the Hqrs office alongwith copies of attendance register attached with the claim.

This issues with the approval of the Director General of Audit (Central).

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Director (Admin)

No. DGA(C)/Admn-II/ Hospitality /2025-26/266-75

Date: 18.07.2025

A Copy is sent to the following through e-mail for information and necessary action.

1. Private Secretary to Director General
2. Personal Assistant, to Director (Admn., DT, INDT & CE)
3. Sr. Audit Officer (Admin I, OE/Admin-II, INDT HQ, DT HQ, CE HQ).

(Signature)
18/7/25
Sr. Audit officer (Admn-II)