



CIRCULAR

Rc.No. 465/2018/MEPMA/F1

Dt.29.11.2018

Sub:-MEPMA- TA bills & FTA claims – Certain instructions issued-Reg.

Ref:-MEPMA-14021(31) 1/2018 AO dt 12.02.2018 of MD MEPMA.

It is to inform that, based on the observations made from the TA and FTA bills received from the employees of MEPMA the following instructions are issued:-

1. In spite of repeated instructions from this office, employees are still submitting TA claims after completion of 3 months period. TA claims received after 3 months cannot be allowed.
2. Tickets attached to the TA bills are with over writings. Xerox copies of Bus tickets displaying the amounts is must. Tickets on which amounts are not displayed and amounts are over written shall be strictly disallowed.
3. Employees should submit computerized Lodge bills instead of handwritten lodge bills.
4. It is noticed that some of the employees are submitting the lodge bills including restaurant bills, which is highly irregular. As the employees are being paid DA, Lodge fares must be restricted for the purpose of stay only.
5. Geo tagging report must be attached to the FTA claims.
6. Employees should submit FTA claims every month along with remuneration claims.

Mission Director

29/11/2018

To all the Project Directors of MEPMA
To all the functionaries of MEPMA