

CHAPTER-VII

CONTROLLING OFFICE

61. (1) Heads of departments and offices shall be the Controlling Officers for the purpose of travelling allowance in respect of Government servants mentioned against each:-

Designation of Controlling Officers.

Category of Govt. Servants

Heads of Departments

All Officers and staff working under them excluding those under Heads of Offices.

Heads of Offices

All Officers and staff working under them.

(2) The Secretaries and Heads of Department shall be their own Controlling Officers for the purpose to travelling allowance.

62. No bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it is signed or countersigned by the Controlling Officer of the Government servant who presents it.

63. Except where expressly permitted by Government a Controlling officer may not delegate to subordinate his duty of countersignature.

64. The right of a Government servant to travelling allowance including daily allowance is forfeited or deemed to have been relinquished if the claim for it is not presented within one year from the date on which the journey is completed.

65. Duties of Controlling officers:- A Controlling Officer is personally responsible to Government for the correctness of travelling allowance bill signed or countersigned by him. Before signing or countersigning a travelling allowance bill he should satisfy himself.

a) that the facts of the journey on which the claim is based and the distances entered in the bill are correct;

b) that the rate of pay and the purpose of journey are correctly recorded in the bill;

c) about the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow the whole or any part the travelling allowance claimed for any journey or halt, if he considers that a journey was of excessive duration;

d) that the allowances claimed have been correctly calculated in accordance with the rules and that on the whole the charges are reasonable and indisputable payable by Government;

e) that where the actual cost of transporting personal effects is claimed under these rules, the scale on which such effects were transported was reasonable, and to disallow any claim which, in his opinion does not fulfill that condition. He shall also scrutinize the details and satisfy himself that claim is reasonable;

f) that the bill is supported by actual payees receipts or certificates of payment where necessary;

g) that there is adequate provision in the sanction budget to which the bill may be charged; and

h) that each bill is correctly recorded in the Travelling Allowance Register.