

**Bridge and Roof Co. (India) Limited**  
**(A Government of India Enterprises)**

Date: 26/10/2023

**Unadjusted Travelling Advance**

It has been observed that a number of Employees working under your SBU have taken travelling advance from respective Sites/ZO but yet to submit their bills to HO Travelling Section upon completion of tour.


In this regard, please refer to the Circular dated 20/07/2023 of DGM(FA) regarding issues related to Travelling Expenses & Travelling Advance (copy enclosed for ready reference).

You are advised to forward the details of employees having unadjusted travelling advance at your end to DGM(F)/Kolkata for subsequent recovery from respective Monthly Salary.

Further to above, we also understand that approved Travelling Bills of Employees upto 31/03/2023 posted at Sites/ZOs' under your SBU remain unpaid since long which result in unadjustment of Travelling Advance received by the concern employees while going on Official Tour. Please arrange to process the invoice in the ERP system with necessary recovery of the travelling advance.

You are aware that unadjusted advance reflecting in the Books of Accounts of the Company draw serious comments of the Audit Agencies & accordingly all efforts should be made to square up the advance amounts at the earliest.

Immediate action is requested on the above.



**(Rajesh Kumar)**

**ED(F)**

Encl: 1A

**To**

**SBU Heads**

**cc: CMD**

**cc: D(F)**

**cc: D(PM)**

BRIDGE AND ROOF CO (INDIA) LTD  
(A GOVT. INDIA ENTERPRISE)

Dated: 20.07.2023

**CIRCULAR**

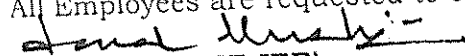
In spite of our earlier circular dtd 12.11.2020 many of our employees are not following the DOP guide line and various circular issued time to time.

Due to incomplete informations we are not able to process the bill in time.

All employees are requested to raise the travelling bill in line with DOP guidelines and various circulars issued time to time.

SL NO	OBSERVATION	NECESSARY ACTION
01	Travel Sanction Form	<p>Travel Sanction form shall be approved by the officer in line with DOP guidelines.</p> <p>Approving Officer shall put his name and designation on travel sanction form.</p> <p>Travel sanction shall be obtained before the date of journey.</p>
02	Travelling Advance	<p>Travelling Advance with date &amp; job nos should be mentioned in Travelling Exp. Voucher.</p> <p>No Advance will be given if previous advance not adjusted.</p> <p>Excess advance if any shall be refunded immediately after completion of journey. The receipt copy of the same shall be attached with the bill.</p>
03	Travelling Expenses Voucher	<p>Job order No., EMP No, arrival and departure time shall be mentioned in Travelling Expense Vouchers.</p>
04	Submission of Travelling Bill	<p>Travelling bill shall be submitted within 10 (Ten) days from completion of journey with all supporting documents positively. Failing which, advance amount shall be recovered from following month's salary.</p>
05	Documents	<p>Reimbursement of bills shall be made against submission of valid ticket, boarding pass, bills etc. No reimbursement shall be made without supporting documents. The same also not to be considered against resubmission.</p>

All Employees are requested to comply the above for passing the travelling bill smoothly.

  
(AMAL MUKHERJEE)

- CC : CMD : For kind information.
- CC : D(F) : As discussed.
- CC : D(PM) : For kind information.
- CC : ED (F) : For kind information.
- CC : All HODs of Kolkata/Mumbai/Chennai/Delhi/ Vadodara/Howrah