

EMPLOYEES PROVIDENT FUND ORGANISATION, HEAD OFFICE,
BHAVISHYA NIDHI BHAVAN, 14, BHIKAJI CAMA PLACE, NEW DELHI-110066.

No. Audit/17(1)/09/IAP/Cir/

Dated: 31-12-2009

30198
MEMORANDUM:

31 DEC 2009

Sub: Clarifications on non admissibility of (i) Conveyance Charges for the journeys performed to various ROs and SROs within the Headquarters, (ii) for the journeys performed from one Station to the Camp Station and (iii) Travelling Allowance for visiting the Headquarters Office every month from the Camp Station for the purpose of admissibility of Transport Allowance in respect of Members of the Internal Audit Teams.

Certain references have been received from the Members of the Internal Audit Teams about the admissibility of the following facilities:

- (i) Conveyance Charges for the journeys performed to various ROs and SROs within the Headquarters.
- (ii) Conveyance Charges for the journeys performed from one Station to the Camp Station.
- (iii) Travelling Allowance for visiting the respective Headquarters Office every month from the Camp Station for the purpose of admissibility of Transport Allowance in respect of Members of the Internal Audit Teams.

02. All the above issues have been examined with reference the prevailing instructions contained in the FR & SR and as per various clarifications received in the light of the 6th Pay Commission recommendations and accordingly the following clarifications are issued for uniform adoption in respect of all the Internal Audit Parties:

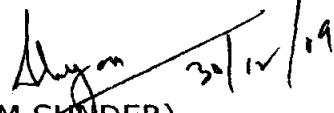
(i) The Internal Audit Parties are required to remain at the Camp Place only and as far as possible nearer to the Office of the Audit. All the ROs and SROs falling within the Same agglomeration limits to be treated as Headquarters. E.g. Mumbai - Bandra RO, Thane Ro and Kandivali RO and SROs under them within the city of Mumbai. Similarly, Delhi North, Delhi South and SRO within the city of New Delhi etc. irrespective of the distance between each office. The Rule is very clear that during the stay at Headquarters No Travelling Allowance is admissible. The clarification contained under Clause (6) under SR 46 on Mileage Allowance for Temporary Duty Point at Headquarters Station beyond 08 Kms from Residence is not applicable in the above type of cases.

(ii) In view of the above clarification that the Internal Audit Team is required to stay at the Camp Place only, the claim for Separate Mileage Allowance for the local journeys from the Headquarters to the Place of Audit is also not

admissible. i.e. Faridabad to Delhi and Gurgaon. Delhi to Gurgaon. Borivali, Mumbai to Malad, Bandra, Vashi or Thane and so on.

(iii) The Internal Audit Teams are required to remain continuously on tour and at Camp Stations beyond one month or two months also depending on the workload involved for the Audit. Hence, the practice of visiting the Headquarters office every month on the Salary day or on any other day only for the purpose of admissibility of Transport Allowance involving huge Travelling Allowance expenditure from a far off Camp Stations for all the members of the Team is hereby being done away with. The salaries are being credited in their Bank Accounts. The Audit Team are however allowed to remain in their Headquarters for a sufficient time after a Tour for disposal of office work. The instructions of the Government on observing the utmost economy in Travelling expenses are also required to be kept in mind. It is hereby clarified that it is sufficient if the Members of the Audit Team remain even one day on duty at the Camp Station also in the entire month for becoming eligible for getting Transport Allowance.

(This issues with the approval of FA & CAO)


(SHYAM SUNDER)
DIRECTOR (AUDIT)

To

01. All Assistant Directors (Audit),
All Internal Audit Parties

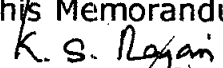
with Headquarters at Delhi North, Chandigarh, Kanpur, Patna, Kolkata, Indore, Faridabad, Jaipur, Indore, Ahmadabad, Mumbai-I, Hyderabad, Bangalore, Chennai and Coimbatore.

02. All Regional Provident Fund Commissioners of the Regions.

Copy to:

01. All Additional CPFCs of the Regional Zones.
02. All OICs of All SROs
03. All OICs of All ZTIs
04. The Director, NATRSS
05. The Registrar, The EPF Appellate Tribunal.
06. All Officers in Head Office
07. All Sections in Head Office.
08. PS to CE
09. PS to CVO
10. PS to FA & CAO
11. PS to CPFC
12. Deputy Director (OL) – for issuing Hindi version.
13. The RPFC, NDC

With a request to place a copy of this Memorandum in the Web Site of the Organisation.


(K.S. RAJAN) 31.12.09
DEPUTY DIRECTOR (AUDIT)