

2. **FACILITIES ADMISSIBLE TO EACH PARTICIPANT ARE AS UNDER**

- Bunk Class fare by ship.
- Second class railway fare by train with reservation charges of berth.
- Actual expenses by travel in bus by route.
- Miscellaneous expenditure such as fare for hiring of taxi, tempo, motor cycle, Rickshaw from Railway station/Bus stand to place of stay/places proposed to visit and moderate accommodation at places of stay.
- In addition to above each participant would be eligible to get daily allowance @ Rs.85/-

3. The TA/DA expenditure of the official escort would be borne by the department concerned.

4. **ACCOUNTING PROCEDURE :-**

- The official escorts would be fully responsible to submit the accounts supported with vouchers of actual expenditure incurred and to refund the unspent balance amount, if any, out of the departmental advance immediately after return from tour.
- The escort should verify each and every vouchers and certify the same on the body of each voucher with the words "verified and found correct and paid by me" under his/her signature, which should also be countersigned by the Officer-in-charge of the escort concerned.
- Separate receipt should be obtained from the participant towards payment of daily allowance made indicating the date and the rate of daily allowance.
- Except above, no other expenditure would be allowed to them out of the departmental advance.

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