



Finance (Allowances) Department,
Secretariat,
Chennai-9.

Letter No.29971/Allowances/2010-1, dated: 04.06.2010

From

Thiru K. SHANMUGAM,I.A.S.,
Principal Secretary to Government

To

All Secretaries to Government.
The Secretary, Legislative Assembly Secretariat, Chennai-9.
The Secretary to Governor, Chennai-22.
The Comptroller, Governor's Household, Raj Bhavan, Chennai-22.
All Heads of Department.
Tamil Nadu Information Commission, 378, Anna Salai, Chennai-18.
All Departments of Secretariat (OP/Bills).
All Sections in Finance Department.
All Collectors/All District Judges/All Chief Judicial Magistrate.
The Accountant General (Accounts and Entitlements), Chennai-18.
The Accountant General (Accounts and Entitlements), Chennai-18 (by name).
The Principal Accountant General (Audit I), Chennai-18.
The Principal Accountant General (Audit I), Chennai-18 (by name).
The Accountant General (Audit II), Chennai-18.
The Accountant General (Audit II), Chennai-18 (by name).
The Accountant General (CAB), Chennai -9 / Madurai.
The Director of Treasuries and Accounts, Chennai-15.
The Pay and Accounts Officer (East) Chennai-5.
The Pay and Accounts Officer (Secretariat) Chennai-9.
The Pay and Accounts Officer (South) Chennai-35.
The Pay and Accounts Officer (North) Chennai-79.
The Pay and Accounts Officer, Madurai-1.
All Treasury Officers / All Sub-Treasury Officers.
The Chairman, Tamil Nadu Public Service Commission, Chennai-6.
The Commissioner of Tribunal for Disciplinary Proceedings, #6, Manickeswari Road, Chennai-10.
The Registrar, High Court, Chennai-104.
The Registrars of all Universities / Agricultural University, Coimbatore.
All State owned Corporations and Statutory Boards.
The Commissioner, Corporation of Chennai / Madurai / Coimbatore / Tiruchirappalli / Salem / Tirunelveli / Erode / Tiruppur.
All Municipal Commissioners.
All Divisional Development Officers/ All Block Development Officers.

All Tahsildars / All Revenue Divisional Officers.
 All Revenue Divisional Officers/ All Chief Educational Officers.
 The Project Co-ordinator, Tamil Nadu Integrated Nutrition Project, Tharamani,
 Chennai.

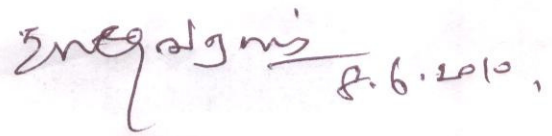
Sir,

Sub : **Tamil Nadu Travelling Allowance Rules** – cancellation
 of reservation – claiming of cancellation charges –
 instruction – Issued.

As per Ruling under Rule 29 of Tamil Nadu Travelling Allowance Rules, When a Government servant proceeding on tour reserved the railway accommodation and cancelled it subsequently in the exigencies of public service, he is entitled to claim refund of cancellation and reservation charges. Similarly as per Ruling 12 under Rule 37 of Tamil Nadu Travelling Allowance Rules, when a Government servant proceeding on tour reserved accommodation for the air journey and subsequently cancelled it in the exigencies of public service, the expenditure involved for the cancellation of the accommodation will be met from State revenues. All Officers who perform air journeys should intimate the cancellation or postponement of such journeys to air companies as soon as possible, so that the cancellation fee charged by the companies may be minimised.

2. In this connection, I am to clarify that the expenditure towards cancellation of Reservation charges for accommodation in Rail / Air Journey may be debited under detailed / Sub - detailed head of Account 04.Travel Expenses--01. Tour Travelling Allowance under the relevant sub Minor/ Sub Major and major heads of account.

Yours faithfully,



for Principal Secretary to Government.

Copy to

The Private Secretary to the Chief Secretary to Government, Chennai-9.
 The Private Secretary to the Principal Secretary to Government,
 Finance Department, Chennai-9.
 The Private Secretary to the Special Secretary to Government,
 Finance Department, Chennai-9.
 Finance (Pay Cell) Department, Chennai-9.
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