



# भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

## The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरानी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7<sup>th</sup> Floor

कोलकाता / Kolkata - 700 087

सी.आई.एन./C.I.N.:U17232WB1971GOI027958



JCI/HO/PERS/CIR/2019-20/OCT-1

DATE: 21.10.2019

### CIRCULAR

This is to bring to the notice of all the employees concerned of the Corporation that henceforth time limit for submission of claim for Travelling Allowance(TA) has been changed from one year to sixty days succeeding the date of completion of the journey. Accordingly, the claim of a Govt. servant to Travelling Allowance/daily Allowance on Tour/Transfer/Training/Journey on Retirement is forfeited or deemed to have relinquished if the claim for it is not preferred within sixty days succeeding the date of journey.

This has the approval of the Competent Authority.

  
Debopriyo Sinha 21/10/19  
(Dy. Manager-HR)

#### Distribution: -

1. CMD's Secretariat-For inf. of CMD
2. DGMs
3. Sr. Managers
4. Managers
5. Dy. Managers
6. Asst. Managers
7. All employees
8. All RO/RLDs/DPC
9. Sonali/Kolkata
10. Notice Board/Guard File