

**OFFICE OF THE COMPTROLLER ::::::::::ASSAM AGRICULTURAL UNIVERSITY  
JORHAT – 785013.**

**Memo No.AAU/Bt-2/CP-29/2012-13/CM**

**Dated The 10<sup>th</sup> March, 2021**

**OFFICE MEMORANDUM**

Whereas the existing Provisions of Rules stipulates that officers who are allotted Government Vehicles should claim mileage at the appropriate rate for journeys performed by them while travelling in the interest of Public Service.

To comply with the above requirement of rule and to streamline the process of drawal of Travelling Allowances by the Officers and Staff of Assam Agricultural University, the following procedure is laid down with the approval of Competent Authority:-

1. All Officers who have been allotted vehicle by Assam Agricultural University, shall claim mileage allowance for tours performed in the interest of University Service.
2. Officers and Staff who have not been provided with University Vehicles may perform journeys by ASTC/Public Transport/Railways/Air Journeys (if eligible) and claim fare by producing the Ticket/Boarding Pass in support of their journey.
3. Hiring of vehicles should be avoided. However, in case of extreme urgency where other mode of journey is found impracticable, hired vehicles may be used at the approved rate as an exception with the prior written approval of the Controlling Officer who will record the urgency in his order.
4. Executive Engineer who is required to make extensive field visits may however, if he so desires claim mileage at the appropriate rate for use of his own vehicle.
5. When hired vehicles is used for unavoidable purposes as noted in **Point No. 3** above, it should be shared by the Officers if more than one Officer/Staff is required to travel for the purpose to achieve economy.
6. For claiming Travelling Allowances out of the fund provided by Government of Assam as Grant-in-Aid, prior allotment of Fund from Comptroller, Assam Agril. University should be obtained.

**This Office Memorandum will come into force with effect from 01.04.2021.**

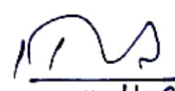
Comptroller  
Assam Agril. University  
Jorhat-13.

**No.AAU/Bt-2/CP-29/2012-13/CM 8716- 96**

**Dated The 10<sup>th</sup> March, 2021**

Copy to :-

1. The Secy. to The Hon'ble Vice-Chancellor, Assam Agril. University, Jorhat-13.
2. The Registrar, Assam Agril. University, Jorhat-13.
3. All Deans/Directors/DPP/Associate Deans/Chief Scientist/ Principal Scientist & Heads of KVKs, Assam Agril. University.
4. The Joint Registrar, Assam Agril. University, Khanapara, Ghy-22.
5. Office Copy.

  
Comptroller 11.3.2021  
Assam Agril. University  
Jorhat-13.