

**Government of West Bengal
Finance Department
Audit Branch**

No. 6115(70)-F(P)

Date : 03.12.2014

From : Shri H. K. Dwivedi, IAS,
Principal Secretary,
Finance Department.

To : The Addl. Chief Secretary/Principal Secretary/Secretary
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Sub : Details of expenditure incurred by officers on
account of official travel outside the State.

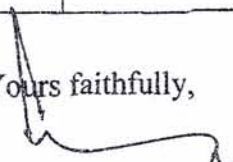
Sir,

I am directed to request you to furnish the list of officers and expenditure incurred by them during the period from 01.06.2014 to 30.11.2014 towards travel and other expenditure thereon for undertaking tours outside the State in connection with attending meetings or for any other purposes in the following proforma for submission to the Hon'ble Chief Minister

This may please be treated as urgent.

Name of the Department				
Sl.No.	Name of the Officer	Designation	No. of occasions of travel	Expenditure (Amount of TA paid and pending)

Yours faithfully,


Principal Secretary to the
Government of West Bengal