



POLICE HEADQUARTERS

JAMMU & KASHMIR

JAMMU

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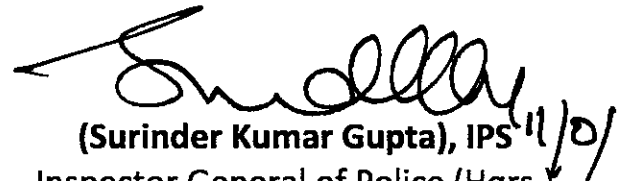
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C I R C U L A R

While processing claims on account of boarding/lodging charges, it has been noticed that most of the bills presented by Hoteliers are not supported with monthly attendance sheet apart from other requisite documents as per NIO.

However, casual approach has been noticed while scrutinizing the bills for drawal of payment which clearly depicts that the bills are not prepared with keen interest, as a result lot of difficulties are being faced while verifying the bills for drawal of payment.

Henceforth, all the Hoteliers are directed to submit their claims for boarding /lodging alongwith computerized attendance sheet of the employees thereby containing computerized detail of VAT/GST/PAN etc. which should be submitted to PHQ in twofold one as office copy and another for AG, J&K besides, each bill/ attendance sheet must bear seal and signatures of the Hotelier/Guest House Owner or any other authorized person failing which their claim shall not be entertained for payment.


(Surinder Kumar Gupta), IPS 11/01
Inspector General of Police (Hqrs.)
For Director General of Police,
J&K-Jammu.

No: BD/Hotels/20/ 337-38
Dated: 12/01/2018
copy to :-

1. FA/CAO, PHQ for information.
2. All Proprietors, PHQ Hired Hotels, Srinagar for strict compliance.

3. Incharge IT, Centre, PHQ, J&K. information and N/a.