



POLICE HEADQUARTERS J&K SRINAGAR

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CIRCULAR

It has been observed that most of the Bills submitted for payment on account of Boarding/ Lodging charges of the Hotels/Guest Houses hired by the PHQ without having requisited supported documents as per Notice Inviting Offer (NIO), as a result lot of difficulties are being faced in order to verify the bills received for payment.

As such, all the concerned Hoteliers/Guest House owners are advised to submit their bills for Boarding/ Lodging charges on printed bill book with proper Bill Book No. containing details of GST/PAN/TIN/ Bank Account No. and IFSC code, FSSAI license No. & Tourism Registration No. etc. to PHQ in Triplicate.

Besides each bill/attendance sheet must bear seal and signature of the Hoteliers/Guest House Owners or any other authorized person, failing which their bills shall not be entertained for payment in future.


(Shailender Singh) JKPS,
AIG (Buildings) PHQ,
For DGP, J&K Srinagar.

No. BD/ Hotel/ 07/ 2016/ 3176-78.
Dated:- 10-09-2018.

Copy to the:-

1. FA/ CAO PHQ Srinagar for information and necessary action.
2. All Proprietors, _____ for compliance.
- ✓ 3. I/C IT Centre, PHQ for information and n/action.