

Format

(a) I _____, Inspector of Income Tax working in the charge of _____ hereby certify that I have maintained/hired vehicle for undertaking travel in the performance of official duties entrusted to me and I have incurred expenditure more than the cost of prescribed litres of petrol during the month of _____.

Inspector of Income Tax

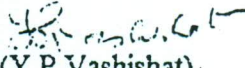
Counter signed

Name and designation of the countersigning officer

(iii) the reimbursement of Petrol expenses is subject to Audit.

3. This letter supersedes all the previous references mentioned in para 1 above.

Yours faithfully

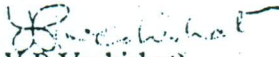

(Y.P. Vashishat)

Under Secretary to the Govt. of India.

Tel.No.3363049

Copy to:-

Pr. CCA, CBDT
ZAOs
Director General of Audit,
Central Revenues, New Delhi.
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(Y.P. Vashishat)

Under Secretary to the Govt. of India.

Tel.No.3363049

BY SPEED POST

F.No. I-11020/57/97-Ad.IX
Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes

New Delhi, the 31st March, 2000

To

All Chief Commissioners of Income Tax
All Directors General of Income Tax



Subject: Procedure for regulating claims of ITIs for reimbursement of the cost of 30 litres of petrol

Sir,

I am directed to invite attention to Board's letter of even number dated 31.3.98, 16.9.98 and 11.11.99 outlining the guidelines to be followed for reimbursement of petrol expenses to Inspectors of Income Tax for performing Official Journey.

2. The guidelines outlined in the aforementioned letters for reimbursement of petrol expenses have been reviewed in consultation with the Principal Chief Controller of Accounts, CBDT and it has been decided that the claim of reimbursement can be admitted by certifying the incurring of actual expenditure by the claimant Inspector with counter signature of the controlling officer. The details of journey will also be indicated for record purposes. This is subject to the following :-

- (i) An ITI can avail any one of the entitlements i.e. TA/DA, Conveyance Allowance or reimbursement of Petrol, whichever is beneficial to him and subject to the relevant rules, if any, in a given month.
- (ii) The Inspectors will be required to give a certificate every month in the following format duly countersigned by an officer specified for this purpose by the concerned Commissioners;

(Contd...2/-)