

**Government of Tripura
Office of the Mission Director
National Health Mission
Palace Compound, Agartala, West Tripura**

F.No.3(5-3144)FWPM/SHFWS/2016-17/12649-70 Dated, Agartala, 29th March, 2017

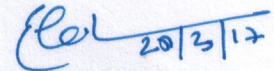
MEMORANDUM

It is observed that lot of advances are given to the staff of NHM for visiting tour/training purpose and lot of advances are lying unadjusted which is creating accounting anomalies.

Therefore, henceforth and until further order following directives must be followed in regards to advances to all government employees/contractual staff from NHM fund for official tour/training and other purposes:-

1. No advance will be granted for any official tour/training. Within one week after completion of tour/training bills have to be submitted and within two weeks it will be processed.
2. Only exceptional circumstances when expenditure too high, advance may be granted on case to case basis – in that case adjustment is to be submitted within that month, otherwise, to be deducted from that month salary.
3. Advance register serially numbered with 1-2 pages earmarked for every individual is to be maintained for tour/training advances by Cashier and to be countersigned by the DDO every month on last working day after ensuring 1 & 2 above.

Yours faithfully,

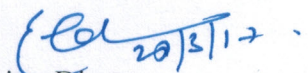


(Dr. Shailesh K. Yadav, IAS)

Mission Director
National Health Mission, Tripura

Copy to:

1. The Member Secretary, SH&FWS, Tripura for kind information.
2. The Chief Medical Officer, DH&FWS (West/South/North/Dhalai/Gomati/Khowai/ Sepahijala/Unakoti) Tripura for kind information.
3. The State Programme Officer, RCH, Tripura for kind information and necessary action.
4. The State Programme Officer (Immunization, NVBDCP, RNTCP, NPCDCs, IDSP, NLEP, NPCB), Tripura for kind information.
5. The State Finance Manager, SH&FWS, Tripura for information.
6. The State Accounts Manager, SH&FWS, Tripura for information.
7. The Cashier, SH&FWS, Tripura for information and needful.
8. All Concern _____
9. Notice Board/Website.



Mission Director
National Health Mission, Tripura