

# राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)

भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
संसद मार्ग, नई दिल्ली-110001  
दूर. 011-23340280



## National Education Society for Tribal Students

(An Autonomous Organization under  
Ministry of Tribal Affairs, Govt. of India)

Ground Floor, Gate No.3 A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Telephone No. 011-23340280  
वेबसाइट/Website: www.tribal.nic.in  
Email: nests-tribal@tribal.gov.in

F. No. NESTS/H-4/Delegation of Powers to Principals/2024-25

Date: 22.05.2025

To,

The Commissioner/Director/Member Secretary  
All State EMRS Societies

**Subject: Clarification on approving/passing of bills for Traveling allowance -reg.**

Sir/Madam,

With reference to the subject cited above, and in supersession of earlier instructions, the revised guidelines for the approval and passing of bills related to Traveling Allowance (TA) for official visits are as follows:

| S.No. | Particular  | Approving authority      | Documents required  |
|-------|---|--------------------------|---|
| 1     | For all official visit as per the directions of NESTS         | Principal                | <ul style="list-style-type: none"><li>Office order issued by NESTS</li><li>Copy of tickets</li><li>Reimbursement Bills, wherever applicable</li><li>Relieving order issued by NESTS</li><li>Duly filled TA Bill in prescribed format.</li></ul>   |
| 2     | For all official visit as per the directions of State Society | Principal including self | <p>In case of outstation travel</p> <ul style="list-style-type: none"><li>On approval of Tour Diary after completion of journey by the state society.</li><li>Relieving order if any</li><li>Copy of tickets</li><li>Reimbursement Bills, wherever applicable</li><li>Duly filled TA Bill in prescribed format.</li></ul> <p>In case of Local Travel: -</p> <ul style="list-style-type: none"><li>Journey for the month is to be approved by the State Society.</li><li>Duly filled TA Bill in prescribed format.</li></ul> |

|   |                |   |  |
|---|----------------|---|--|
| 3 | Transfer Grant | <ul style="list-style-type: none"> <li>• In case of Staff other than Principal:- Principal</li> <li>• In case of Principal:- State Society</li> </ul> | <ul style="list-style-type: none"> <li>• Transfer order</li> <li>• Joining Order</li> <li>• Last Pay Certificate</li> <li>• Reimbursement Bills, wherever applicable</li> <li>• Duly filled TA Bill in prescribed format.</li> </ul> |
|---|----------------|---|--|

Note:- In respect of NESTS employees, Reimbursement of Travelling Allowances should be strictly as per the DoPT OM No. 19030/1/2017-E. IV dated 13.07.2017 and as amended by time to time.

This issues with the approval of the competent authority.

Yours faithfully,

-sd-

(Gaurav Pawar)

Deputy Commissioner (Finance)

Copy to:

1. PS to Commissioner, NESTS
2. Principal, EMRSs.
3. Guard File.