

**OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

Dated: 06.06.2025

STANDING ORDER No.08/HQ/2025

Sub: Performance of official tour – Claiming of TA – Regarding
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This Standing Order pertains to claiming of TA while performing official tours by the Police Officers & Men.

2. The official tours shall be permitted by the concerned SSP upto the rank of Sub-Inspector and the competent authority (i.e., ADGP/IGP) in respect of Inspectors & above. The controlling officers, i.e., SPs shall certify the TA bills upto the rank of Inspectors and the concerned SSP for the rank of SP. The ADGP/IGP will certify in respect of the SSP & above. Various instructions of the Government of India to practice maximum economy and restrict expenditure under the head TA must be followed while permitting officers to perform official tours and for claiming TA.

3. However, officers of all ranks may travel to the neighbouring states, viz., Tamil Nadu in respect of Puducherry and Karaikal regions, Kerala in respect of Mahe and Andhra Pradesh in respect of Yanam region for urgent investigation purposes without waiting for approval of the SSP or IGP/ADGP. But, such tours should be brought to the notice of the SSP or IGP/ADGP as the case may be and ex-post facto approval shall be obtained.

4. Journeys to places other than those mentioned above should be performed only after approval of the tour programme by the SSP or IGP/ADGP. In cases, where a travel becomes absolutely urgent, the SP concerned may allow the same, but it should be brought to the notice of the SSP or IGP/ADGP at once for ex-post facto approval.

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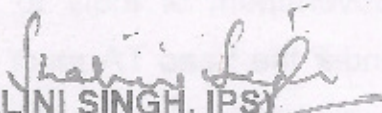
5. While submitting the TA bill, it is mandatory to enclose the tour approval of the competent authority. TA bills without the tour approval may not be honoured by the Directorate of Accounts & Treasuries concerned.

6. Supersession

This Standing Order supersedes Standing Order No.4/89, dated 10.07.89, Circular No.3689/POL/D1/1984, dated 04.12.1989 and Standing Order No. 58/92, issued on this subject earlier.

7. Disclaimer

It is made clear that this Standing Order is exclusively for the internal smooth functioning of Puducherry Police Department.


 (SHALINI SINGH, IPS)
 DIRECTOR GENERAL OF POLICE
 PUDUCHERRY

To

1. The Inspector General of Police, Puducherry.
2. The Deputy Inspector General of Police (L&O/AP&T), Puducherry.
3. All Senior Supdts. of Police / Cmdt.(IRBn).
4. The Officer on Special Duty, Police Department, Puducherry.
5. All Superintendents of Police.
6. All Office Superintendents, Police Department, Puducherry.
7. The Web Officer, Police Department, Puducherry.
8. I/c Record Section.