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स्टेट बैंक ऑफ इण्डिया ऑफिसर्स एसोसियेशन  
**State Bank of India Officers' Association (Patna Circle)**

All Letters to be  
Addressed to the  
General Secretary

Regd. No. 1872 of 1975  
(REGISTERED UNDER TRADE UNION ACT - 1926)

State Bank Building  
West Gandhi Maidan  
Patna - 800 001

CIRCULAR NO. 17/2011

DATE : 27.06.2011

TO,  
ALL MEMBERS

**REIMBURSEMENT OF OUT OF POCKET EXPENSES FOR JOURNEY  
COMPLETED ON THE SAME DAY**

We quote hereunder the text of **AISBOF Circular No. 58 dated 23.06.2011** on the captioned subject, the contents of which are self-explicit.

“One of the issues taken up with the Corporate Centre by the Federation was to review Out of Pocket Expenses for Journey completed on the same day, particularly after the revision in Halting allowance w.e.f. 01.05.2010.

**2.** We are happy that the Management has revised the out of pocket expenses w.e.f 01.04.2011 as under:

**(i)** An officer may be permitted to claim reimbursement of out of pocket expenses upto a ceiling of half the halting allowance payable to him or Rs. 400/- per day whichever is lower, provided he/she travels for the following distance and remains away for atleast 4 hours including journey period:

<b>Particulars</b>	<b>Distance</b>
i) Where an officer proceeds from office	At least 15 Kms. away from office and 5 Kms. away from residence
ii) Where an officer proceeds from residence	At least 15 Kms. away from residence and 5 Kms. away from office

**3.** We request our affiliates/members to take note of the improvements.”

*With warm greetings,*

**(ANIRUDH AKHAURI)  
GENERAL SECRETARY**

OUR UNITY : ZINDABAD-ZINDABAD  
S.B.I.O.A. : ZINDABAD-ZINDABAD