

**DIRECTORATE OF LOCAL FUND AUDIT, ODISHA**  
**TREASURY AND ACCOUNTS BHAWAN, 2<sup>ND</sup> FLOOR**  
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No 5242 /DLFA,  
To XIX AUD - 20/2013

Dt. 06.06.15

All District Audit Officer and Audit officer BBSR

(Local Fund Audit)

**Sub:- Submission of tour programmes online in ALFA on the date of commencement of tour.**


Madam/Sir

It has come to the notice of the undersigned that the tour programmes/ revised tour programmes of Dist. Audit Officers are being invariably submitted on the same day or a day before the commencement of tour.

It has already been instructed several times to all DAOs during approval of their tour programmes uploaded online in ALFA, for submission of their tour programmes before three days of commencement of tour. But the same has not been adhered to.

Hence, you are directed to submit your tour programmes (except surprise visit) three days before the scheduled date of tour strictly for timely approval of the same henceforward. For Ex: if the tour is scheduled to be held on 1st of any month then the tour programme must be uploaded on or before 28 th of the preceding month. Any deviation in this regard will be taken seriously and considered for rejection.

Yours faithfully,

  
Joint Director. 05.06.15