



POLICE HEADQUARTERS J&K SRINAGAR

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CIRCULAR

In order to streamline the process of payment of Boarding/ Lodging charges of Hotels/ Guest Houses hired by the PHQ for both Move/ Non-Move period at Srinagar & Jammu, all concerned are advised to stick to:-

- a) All formalities required for hiring of Hotel / Guest Houses be verified at the time of hiring.
- b) When Darbar is in Srinagar, hence forth all bills be obtained from the Hoteliers / Owners of Guest Houses by or before 10th of every month.
- c) When Darbar moved to Jammu, all bills from Jammu based Hoteliers be obtained by or before 10th of every month and simultaneously bills of Srinagar based Hoteliers be collected in camp office PHQ Srinagar & PHQ Jammu.
- c) Bills received after 10th of the month may got processed in the next month.
- e) Within the period of (12) working days bills will be processed and presented in the treasury for drawl of payments.


12.10.18
(Shailender Singh) JKPS,
AIG (Buildings) PHQ,
For DGP, J&K Srinagar.

No. BD/ Hotel/ 07/ 2016/3497-3500

Dated:- 13-10-2018.

Copy to the:-

1. FA/ CAO PHQ J&K Srinagar for information and necessary action.
2. All Proprietors of Hotels/ Guest Houses hired by PHQ J&K for information and compliance.
3. I/C IT Centre, PHQ for information and n/action.
4. I/C Camp Office PHQ J&K Srinagar for info. & n/action.
5. Stock file.