

No.15/12/2014-Cash  
Government of India  
Ministry of Water Resources, River Development &  
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, Dated: 24<sup>th</sup> May, 2017.

**OFFICE MEMORANDUM**

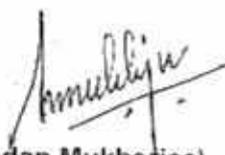
**Subject: Booking of Air Tickets for official tour by Officers of this Ministry.**

It has come to notice that booking of air tickets through authorised agency of the Government were made by officers of this Ministry, including the personal staff attached with the former Hon'ble Ministers for undertaking official travel, but in a large number of cases, these officers did not submit the Tour Vouchers/ Bills received from the agency, to the concerned section, on time. As a result of which, a large amount is shown as outstanding in the accounts of the authorised agency, for journeys performed by air by those officers/former Hon'ble Ministers. This Ministry is finding it very difficult to reconcile the accounts due to non-availability of journey verification details.

2. This matter has been reviewed in this Ministry at the level of Secretary and it has been decided that the following instructions are to be adhered to, by each officer, including the Personal Staff of Hon'ble Ministers, for performing journey on tour etc, with immediate effect, till further orders:-

- a) While forwarding the booking request, officers need to certify that no previous journey details are pending/non verified by her/him.
- b) In case, the booking is being made on behalf of a senior officer/Hon'ble Minister by her/his personal staff, the certificate as at (a) above has to be given by the officer who is authorised to book the air ticket on behalf of the senior officer/Hon'ble Minister, for which she/he (personal staff) will be held responsible
- c) A certificate of journey enclosing signed copy of ticket shall be forwarded to the Under Secretary(Admn) immediately after performing the journey.
- d) It has also been noticed that at times oral requests/orders are being received for booking of air tickets even during odd hours. In all such cases, such oral instructions shall be followed by written requests, by next working day. In the case of the office of the Hon'ble Ministers, the certifying officers are also required to carry out the same process.

2. This issues with the approval of the Secretary.



(Chandan Mukherjee)

Deputy Secretary to the Government of India

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To:

1. Heads of Wings/Divisions of MoWR, RD & GR
2. PS to Hon'ble Minister (WR, RD & GR)
3. PS to Hon'ble MoS (WR, RD & GR)
4. All officers of the level of Under Secretary/Section Officer of MoWR, RD & GR
5. Copy for information to PPS to Secretary/PPS to JS & FA/PPS to JS(PP)/PPS to JS(Adm)