

Government of India  
Minsitry of Jal Shakti  
Deptt. Of Water Resources RD & GR  
Cash Section

Room No. 11, Gate No. 8  
'C' Wing, Ground Floor  
Shastri Bhawan, New Delhi  
Date :- 20 Dec, 2024

**CIRCULAR**

**Subject:-** Submission of Supporting Documents in TA, LTC and Medical Bills.

It is hereby informed that as per the recent instructions from Pay and Accounts Office(PAO), it is now mandatory to attach a duly filled Mandate Form in TA, LTC and Medical Bills. A copy of blank Mandate form is enclosed herewith. Also TA involving Air Travel, it is required to attach Air Invoice or Ticket, clearly indicating that the ticket has been booked from Authorised Travel Agent (IRCTC, Balmer Lawrie, Ashoka Travels) whether reimbursement of Ticket is being claimed or not. As PAO wants to verify if Tickets are booked from Authorised Travel Agent or not.

Supporting Documents required for TA Bills :-

1. A copy of Nomination for the Tour
2. Tour Plan Approval from the respective reviewing officer
3. Boarding Passes in case of journey by Air
4. Air Invoice/Ticket in case of journey by Air
5. Ticket for Journey by Rail
6. Mandate Form

Please ensure all these documents are attached in TA bill to avoid delay in processing of bills.



(Akash Ranjan Subudhi)  
Drawing and Disbursing officer

To :-

1. All officers/staff of Department of Water Resources RD & GR
2. For Uploading on Intranet MoWR.

MANDATE FORM

**ELECTRONIC CLEARING SERVICE (DIRECT CLEARING)/REAL TIME GROSS SETTLEMENT(RTGS) FACILITY  
FOR RECEIVING PAYMENT**

**A DETAILS OF ACCOUNT HOLDER:-**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

**BANK ACCOUNT DETAILS:-**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTRISED	
WHETHER THE BRANCH IS RTGS ENABLED? THEN WHAT IS THE BRANCH IFSC CODE	
TYPE OF BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER(LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT-**

I hereby declare that the particulars given above are correct and complete if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

**(Signature of Customer)**

**Certified that the particular furnished above are correct as per correct as per our records**

**(Bank's Stamp)**

**Date**

**(Signature of Bank Officer)**

1. Please attach a photocopy of cheques along with the verification obtained from the bank.
2. In case in your bank branch is presently "RTGS Enabled " then upon its gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.