

No. 15/1/2014-Cash/Admn  
Government of India  
Ministry of Water Resources, RD & GR  
Admn. Division

New Delhi, dated 23<sup>rd</sup> December, 2014

**Office Memorandum**

Subject: Booking of Air Tickets for official tour, transfer etc. by the Officers and Staff of the Ministry directly through Air India or through authorised travel agents - regarding.

The undersigned is directed to say that whenever booking of air tickets is made through Air India's exchange voucher facility or through authorized travel agents on credit basis, the amounts have to be reimbursed within a stipulated period of 30 days. It has been brought to the notice of the Ministry the bills air tickets booked through M/s Balmer Lawrie & Co. Ltd. for official tours performed by the officers/staff of the Ministry as well as former Ministers and their Personal Staff are pending for settlement for long periods. In order to streamline the system of monitoring of pendency of such cases and immediate settlement of bill, the following instructions will be followed by all concerned:-

- (i) As and when the Officers and Staff of the Ministry write to M/s Balmer & Lawrie & Co. Ltd. or authorized travel agents for booking of the air tickets or approach Air India for booking tickets for official tours, a copy of the Tour Programme duly approved by the Competent Authority should be attached invariably and the same should be endorsed to Cash Section/DDO.
  - (ii) In the case of requests for cancellation also, a copy should invariably be endorsed to Cash Section/DDO.
  - (iii) All Officers/their Personal Staff should ensure that TA Claims in the prescribed format is invariably submitted for each journey within 15 days failing which the cost of tickets will remain unauthorised in terms of Rule 51 of the Compendium of Rules on Advances to Government Servants.
  - (iv) Cash Section will diarise all such communications and enter the details of the approved travel plans, booking of air tickets and requests for cancellations, name and designation-wise in a separate Register to be maintained for the purpose. The register will be submitted to US(Admn) by the 15<sup>th</sup> of every month following the month in which travel details are received/entered in the register, along with the status of disposal of the pending bills. The Reports will be submitted on a Quarterly basis to JS(Admn).
3. All are requested to kindly ensure that the above guidelines are followed strictly in all cases.

  
( R.K. Ojha )

Under Secretary to the Government of India

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To

1. PS to Hon'ble Minister (WR, RD & GR)
2. PS to Hon'ble MOS(WR, RD & GR)
3. Sr. PPS to Secretary (WR, RD & GR)/ PS to AS (WR, RD & GR)
4. All Wing Heads in M/o WR, RD & GR
5. All Directors/Deputy Secretaries/Superintending Engineers/Under Secretaries in the Ministry of WR, RD & GR
6. SO(Cash)/Head of Office, M/o WR, RD & GR.
7. All Sections in the Ministry of WR, RD & GR
8. Office Order Folder
- ✓ 9. Technical NIC/US(eGov), M/o WR, RD & GR