

F.No.J.11011/4/2015-Admn  
Government of India  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
Administration Section  
(ISO 9001:2008 Certified)


Shram Shakti Bhavan, Rafi Marg,  
New Delhi, dated 10<sup>th</sup> May, 2016

CIRCULAR

Subject: Regulation of TA on tour claim – Instructions regarding.

It has been noticed that the Officers of this Ministry who proceeded on tour do not submit their TA claims in time, resulting in piling up of large number of pending bills raised by Ms Balmer & Lawrie Co Ltd. As a consequence, the credit facility has also been stopped by them. Therefore, in order to liquidate the pendency and avoid unwarranted embarrassments, the following instructions are reiterated for kind information and strict compliance:

- 1) All officers on completion of their official tours should invariably submit their TA claims within one month from the date of completion of journey.
- 2) To satisfy the genuineness of the claims, submission of proof the claimants for travel i.e., the following will be required.
  - i) Consolidated Bill in Form GAR 14 to be submitted in duplicate, with full signatures, only on the original, with initials on the office copy. This should be complied with scrupulously, to avoid duplicity.
  - ii) Copy of tour Programme, wherever required.
  - iii) Copy of Sanction Order
  - iv) Boarding Passes, in case of Air Travel.
2. It is further informed that if claims are not submitted by the claimants within the prescribed timelines, their requests for issue of tickets through authorised booking agents will not be entertained in future.

  
 (Narendra Singh)  
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To

1. All Wing Heads in the Ministry of WR, RD & GR.
2. All Officers in the Ministry of WR, RD & GR.
3. ✓ Director (NIC) for hosting it on the intranet.
4. Circular Folder

Copy to:

1. Office of Hon'ble Minister (WR, RD & GR)
2. Office of Hon'ble MoS (WR, RD & GR)
3. PP S to Secretary (WR, RD & GR)/PS to SS (WR, RD & GR)
4. PPS to JS (A & GW)/PPS to JS (PP)/PPS to JS & FA/Sr.PPS to JS (RB)/PPS to JS (RKG)/PPS to Advisor (Eco)
5. Sr.PPS to AS&MD, NWM