

407
No.J.11011/4/2015.Admn

Govt. of India

Ministry of Water Resources, River Development & Ganga Rejuvenation
(ISO 9001:2008 Certified)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 12th May, 2016

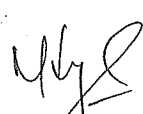
Sub: Booking of Air Tickets on Credit basis for Officers' Tours thorough Authorized Agency etc. –

In continuation of this Ministry's letter of even No. dated 10th May, 2016 regarding Regulation of TA on tour claim (copy enclosed), it is informed that following two Officers have been nominated as the Contact Person/ Authorised Signatories for booking of air tickets on credit basis for official tours of the Officers of the Ministry of Water Resources, River Development & Ganga Rejuvenation. The contact details of the officers are as below:

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| Smt. Subhangi J, SO(Admn.) Ministry of Water Resources, RD & GR Room NO. 424, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001. Tel: 23710333 Mob:9968393769 E-mail: admn-mowr@nic.in | Shri Santanu Kumar Sandiyal, P.S. Ministry of Water Resources, RD & GR Room No. 424, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001. Tel: 23714734 Mob:8826536899 E-mail: sk.sandiyal65@nic.in |
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2. A copy of the prescribed exchange voucher is also attached herewith.
3. All Officers of the Ministry are requested to kindly fill the enclosed Exchange Voucher for booking of the Air tickets and furnish the same to the above Contact persons alongwith approved Tour Programme in all future cases so that delays in payment of bills on account of non-verification of the official tours may be avoided.
4. This issues with the approval of the Competent Authority.

Encl: As above


(Narender Singh)

Under Secretary to the Govt. of India

Tel.No.23738126

E-Mail:usadmn-mowr@nic.in

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 posting 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. PPS 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

Government of India

Ministry: Ministry of Water Resources, RD & GR

EXCHANGE ORDER

Must be Exchanged for Ticket

ORIGINAL for Air-India International/Indian Airlines

To

1. M/s Balmer & Lawrie Pvt. Co. Ltd.
2. Air- India International

In exchange for this Order, please issue the undermentioned ticket (s) to the passenger named below and forward your bill to DDO (Cash), Ministry of Water Resources, RD & GR, Room No. 11, Gate No. 8, C-Wing, Ground Floor, Shastri Bhawan, New Delhi-110001.

| # | Name/e-mail/Mob. No. | Contact Address | From | To | Service No./Class | Date of Travel | Excess baggage allowed Lbs/Kilos | Dietry preference (Veg or non Veg) | Information e.g official/Tourist |
|---|----------------------|-----------------|------|----|-------------------|----------------|----------------------------------|------------------------------------|----------------------------------|
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FOR THE USE OF AIR INDIA INTERNATIONAL/ INDIAN AIRLINES CORPORATION

Issued in connection with Ticket no.-----

BY-----

From ----- To -----

Date of Travel-----

Amount of Fare(s)

Excess Baggage Charges -----

Other -----

Office of Issue -----

Signature with

Rubber Stamp -----

Designation-----

Date of issue-----

Tele no.-----