

Most Immediate

No.3-/2013/Cash(Pt)  
Department of Animal Husbandry, Dairying and Fisheries  
Cash Section

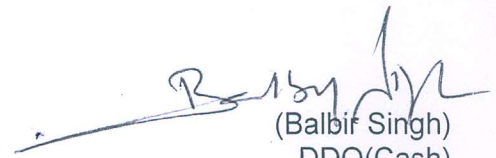
New Delhi, the 14<sup>th</sup> Feb., 2017

Subject:- Air Travel on official tour/visits by officers of DADF - regarding.

It has come to notice that air travel bills when sent for verification are not returned to Cash Section in time by some of the officers in DADF. The delay in returning the verified bill leads to problems in making final payment to Ashok Travels & Tours.

2. Exchange vouchers are issued by Cash Section, DADF for performing air journeys in connection with official tours to officers of DADF. To streamline the system of certification of the air journey having been performed by the concerned officer, it has been decided that –

- (i) on completion of official tour a certificate to this effect may be issued **on the very next working day** by the concerned officer/personal staff of officers of the rank of Joint Secretary and above.
- (ii) In case the journey was cancelled, cancellation certificate may be issued. Two copies of Sanction relating the tour may also be enclosed with the certificate.
- (iii) If the journey has been performed by private airlines, two copies of approval of Financial Advisor may also be attached. The certificate may please be sent to Cash Section, DADF. A specimen of the Certificate is enclosed.

  
(Balbir Singh)  
DDO(Cash)

All officers/Sections/Staff in DADF

Copy to:

O/O Hon'ble MoS(Agri)/PS to Hon'ble MoS(Agri) (PR)

Sr. PPS to Secy. ADF

PPS to AHC/AS & FA/All JSs/Advisor (Stat)

Copy also for upload to : TD, NIC

**Certificate**

To be signed by Officer/Personal staff of the officer in case journey has been performed.

Certified that journey has been performed on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and back. Air ticket fare for the above journey has not been claimed in the T.A. Bill.

To be signed by Officer/Personal staff of the officer in case journey was cancelled.

It is certified that the journey could not be performed on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and was cancelled. The journey was cancelled due to \_\_\_\_\_.

Signature  
Name & Designation/Section/office

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