



दिनांक / DATE 12-02-2024-

To,

1. All Heads of the Departments in IA&AD
2. Director General (Hqrs.)
3. Director General (Staff)
4. Principal Director (International Relations)

Madam/Sir,

**Sub: Processing of Foreign TA Claims of IAAS/Non-IAAS officers in field offices/on deputation.**

**Ref: (i) Letter no. 374-FMD/Misc./40/2018 dated 01.11.2023 of Financial Management Division (FMD), O/o the CAG of India, New Delhi.**

**(ii) Letter no. 852/Entt./OE & Bills/FTE-Circular/2023-24 dated 27.12.2023 of Entitlement Section, O/o the C&AG of India, New Delhi.**

In pursuance of the directions of the Competent Authority, Foreign TA bills of all the IA&AS/Non-IA&AS officers posted in field offices/on deputation to other departments who are not posted in this office will be received by the International Relations (IR) Wing of this office from field office, along with Part A of the "Assurance Memo cum Authority for the payment on account of GoI related foreign travel expenditure in respect of officers posted other than in O/o the CAG of India, New Delhi" and after scrutinising the TA claim IR Wing will issue an Assurance Memo cum Authority, in terms of the Part B of the ibid Assurance Memo cum Authority, to the Entitlement Section of this office for final payment.

Yours faithfully,

Encl: As above.

*Nawal*

(V. M. V. Nawal Kishore)  
Principal Director (Personnel)



**Assurance Memo cum Authority**  
**for the Payment on account of GOI related foreign Travel Expenditure in r/o of**  
**officers posted other than Hqrs.**

**PART A**  
**(TO BE SUBMITTED BY FIELD OFFICE)**

1. Officer(s) of the Office of the..... (as mentioned in table) has/have undertaken **GOI** related foreign travel as detailed below:

- a) Name of Audit/Training/any other programme:
- b) Name of the country/countries visited
- c) Period of the tour programme: From ..... To .....
- d) Any other details to be mentioned:
- e) Details of amount payable is as under:

Sl. No	Name	Designation	Details of Payment to be made			Bank Particulars (Bank's name & Branch, Bank Account No. IFSC Code & PAN No.)
			Travel Expenses	DA/ Other	Total Amount Payable (Rs.)	

- 2. Foreign Travelling Allowance Bill for Tour (G.A R.14-A), duly filled/countersigned by the officer, being the Controlling Officer (in case of IA&AS, Group A)/ duly signed by the Govt. Servant (Gr. A (Non IA&AS)/ Group B, along with the tickets, boarding passes, payment vouchers, financial sanction etc. is processed in complete form and being forwarded to IR wing (Hqrs).
- 3. It may be ensured that Advance, if any, released to the officer/s concerned has been adjusted, while processing the foreign TA claims.

**(Authorized signatory)**



PART B

(TO BE SCRUTINISED BY INTERNATIONAL RELATIONS WING IN HORS)

1. "This is certified that TA bill in respect of above Officer (s) has/have been processed as per (i) entitlement of the Officer(s) concerned and (ii) extant rules and regulation in force are verified, and found in order. The following checks have been carried out for arriving the amount payable as mentioned above:
- i. Officer(s) has/has not travelled in a class higher than his/her entitlement. **Approval of the competent authority has been obtained by the officer concerned for travelling in a class higher than his/her entitlement. (strike out whichever is not applicable)**
  - ii. Advance, if any, released to the officer/s concerned has been adjusted, while processing the foreign TA claims.
  - iii. Air Fare claimed by the officer(s) has otherwise not been claimed by M/s Balmer Lawrie.
  - iv. Original support documents with respect to above TA claims are retained in this wing (or respective field office) and will be made available for audit, whenever required.
  - v. Whether the officer(s) has/has not availed ex-India leave. If, yes, it is certified that the Sanction of the competent authority has been obtained by the Officer concerned. *(strike out whichever is not applicable)*
  - vi. Whether there was any deviation of the route by the officer(s) other than the approved route as per the financial sanction.
  - vii. If yes, authorized travel agent as mentioned at Sl No (iii) should submit a justification of the cost or inform about the excess amount, if any due to deviation of the route.
  - viii. The following documents have been certified for correctness & completeness
    - Air Tickets and boarding passes
    - DA payment voucher
    - Insurance
    - Telephone Charges
    - Copy of financial sanction

**(Signature of SAO /IR Wing)**