

**Fwd: [Cag-all-users] Timely submission of Foreign Travel International TA Bills (in GoI funded tours)- regarding.**

**PAG Audit I Rajasthan Jaipur** <agaurajasthan1@cag.gov.in>

Fri, 12 Dec 2025 5:02:49 PM +0530

To "R K Meena"<meenark@cag.gov.in>

Cc "Ratikant Sharma"<ratikants.raj.au@cag.gov.in>,"GSSA Rajasthan OE II"  
<oe2gssa.raj.au@cag.gov.in>

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===== Forwarded message =====

From: Travel IR via Cag-all-users <[cag-all-users@lsmgr.nic.in](mailto:cag-all-users@lsmgr.nic.in)>

To: "cag-iaas"<[cag-iaas@lsmgr.nic.in](mailto:cag-iaas@lsmgr.nic.in)>, "cag-all-users"<[cag-all-users@lsmgr.nic.in](mailto:cag-all-users@lsmgr.nic.in)>

Cc: "Mr Vimalendra Patwardhan"<[patwardhanva@cag.gov.in](mailto:patwardhanva@cag.gov.in)>, "Nilesh Patil"<[patilnp@cag.gov.in](mailto:patilnp@cag.gov.in)>

Date: Thu, 11 Dec 2025 17:25:13 +0530

Subject: [Cag-all-users] Timely submission of Foreign Travel International TA Bills (in GoI funded tours)- regarding.

===== Forwarded message =====

No. 772/IR/TD/Airfare & Insurance/Invoices/B&L

Date: 11.12.2025

**To,**

All IA&AS Officers and Staff

It has been observed that the settlement of GoI funded Foreign Travel International TA Bills is getting delayed in several cases due to late submission of claims by officers after completion of their official tour. The Entitlement Section has reiterated that International TA Bills must be submitted within the prescribed time limits as per rules.

In this regard, all the officers are hereby reminded of the GoI funded Foreign Travel International TA Bills bill must be submitted **within 60 days (within 30 days if DA Advance is provided)** from the date of completion of the tour.

Officers are requested to strictly adhere to the above timelines to ensure smooth processing of claims and to avoid return of bills by the Entitlement Section on account of delayed submission. Any delay thereafter will require specific approval of the competent authority with sufficient justification for the delay in submission. Failure to comply with these timelines may also result in forfeiture of the claims.

It is further requested that complete supporting documents—including Original boarding passes, DA payment voucher (if DA has been provided by the mission) and Journey Completion certificate (format attached)- may be attached with the TA Bill. In case the original boarding pass is lost, the officer may submit the prescribed certificate (attached), duly filled and signed.

All concerned officers/officials are requested to comply with the above instructions accordingly.

**(This issues with the approval of the competent authority.)**

**Nilesh Patil**

Director, International Relations Division  
Office of the C&AG of India  
New Delhi-110124

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Cag-all-users mailing list -- [cag-all-users@lsmgr.nic.in](mailto:cag-all-users@lsmgr.nic.in)

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**2 Attachment(s)**

Self Decelaration Journey com...  
116.3 KB

Self declaration certificate in lie...  
110.9 KB

### **Self-declaration Certificate for Completion of Journey**

1. I (Name of the employee.....) hereby declare and certify that: -

2. I have actually performed the onward journey

from.....to.....on.....(date)

and return journey from .....to.....

on.....(date) for the purpose of

tour/training.....

.....

3. I have submitted my travel claim to.....on.....

4. I further certify that I have performed the above journey in the entitled class.

5. In case of the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under the CCS Rules 1965, as amended from time to time.

(Signature)

Name of the Government Servant.....

Designation.....

No.19030/3/2014-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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North Block, New Delhi,  
Dated the 23<sup>rd</sup> June, 2020.

OFFICE MEMORANDUM

**Subject: Travelling Allowance Rules- Submission of Boarding Pass alongwith TA Bill.**

The undersigned is directed to refer to this Department's O.M. No.19030/3/2014-E.IV dated 08.10.2014 regarding submission of Boarding Pass as a proof that the journey was actually performed by the official.

2. Several references are being received in this Department to do away with the condition of submission of Boarding Pass with the TA claims. The matter has been considered in this Department and it has been decided that in case, a Government servant is unable to submit the Boarding Pass alongwith TA Bill, he can submit a self-declaration certificate in lieu of Boarding Pass alongwith TA Bill. The proforma for self certification is enclosed as **Annexure**. The proforma needs to be countersigned by the Controlling Officer in case of officials below the Under Secretary level (i.e. from Pay level 10 and below).

3. These instructions will be applicable in respect of journey on tour performed by employees of Central Government. Ministries/Departments are advised that these instructions may be brought to the notice of all concerned for compliance.



(Nirmala Dev)  
Deputy Secretary to the Government of India

**All Ministries / Departments of the Government of India as per standard distribution list.**

**Copy to: C&AG, UPSC etc as per standard endorsement list.**

**(Annexure)**

**Self-declaration Certificate in lieu of Boarding Pass**

(In terms of OM No. 19030/3/2014-E.IV dated 23.06.2020 issued by D/o Expenditure, M/o Finance, Government of India)

I (Name of the employee....., S/o or D/o.....) hereby declare and certify that:

1. I have misplaced my Boarding Pass and do not have a digital/physical copy.
2. I have actually performed the onward journey on Tour from..... to ..... on ..... (date) using the air ticket purchased by my office/by me vide PNR No..... dated..... Issued by ..... (Name of Airlines Company/Authorised Agency) to visit.....(address of the office visited).
3. I have actually performed the return journey on Tour from..... to ..... on ..... (date) using the air ticket vide PNR No..... dated..... Issued by ..... (Name of Airlines Company/Authorised Agency) to visit.....(address of the office visited).
4. I further declare that I have neither claimed nor I will claim part or full of this claim for this journey from any other source/office.
5. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time and to refund the sum along with penal interest thereon to the Government.

(Signature/Thumb impression)

Name of the Government Servant.....

Designation.....

Name of the Office.....

Countersigned by Controlling Officer