Circular No. 15-Staff Wing/2015
No. 41-Staff(Entt.-I)/60-2015.

भारत के नियंत्रक-महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124

सत्यमेव जयते

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 30 अप्रैल 2015

To,

1. **All the Heads of the Department in IA&AD (As per mailing list except overseas offices)**
2. **Director General (Commercial-I) – Local**
3. **Director General (Headquarters) – Local**

Subject:- ***Instructions for forwarding the proposals seeking approval of the Deputy Comptroller & Auditor General for the air travel by non-entitled officials on tour – strict compliance thereto.***

Sir/Madam,

Attention is invited to the instructions issued from time to time by the Headquarters regarding the proposals seeking approval of the Deputy Comptroller & Auditor General for the air journey performed by non-entitled officials on tour wherein it has been emphasized that such proposals be sent immediately on completion of tour/journey alongwith complete information and proper justification necessitating the air travel.

2. The existing instructions are not being followed and the proposals are being sent in routine manner with incomplete information and delay of over more than six months after completion of the journey. The Deputy Comptroller & Auditor General has shown serious concern on this delay and has desired that the proposals seeking approval of the air travel must be sent immediately after completion of the journey with complete information/proper justification. Further, the proposals received after two months of completion of journey shall not be accepted in future.

3. It is requested to ensure that the proposals seeking approval of the air journey performed on tour by the non-entitled officials are forwarded immediately on completion of the journey and in no case beyond two months of completion of the journey undertaken.

4. Receipt of this circular may please be acknowledged.

Yours faithfully,

Singh 30/4/15

(RANJIT SINGH)
Asstt. Comptroller & Auditor General (N)