

**Top Priority**

Government of India  
Department of Water Resources, RD&GR  
Central Water Commission  
Accounts-I Section

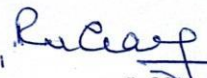
Sewa Bhawan, R.K. Puram,  
New Delhi 20<sup>th</sup> September 2019

**CIRCULAR**

It has been observed that the Air Ticket Invoices received from Air India Ltd. and Balmer Lawrie & Co. Ltd. which are sent for verification to the concerned officers, are not received back in the section after verification in time along with copies of Boarding pass and Actual Tour Program. This has caused non payment of Air Bills on time.

Air India Ltd. has refused to accord further credit facilities due to non payment of Air Bill on time. It has been instructed by competent authority that Air Ticket Invoices may be verified within two working days of receipt and sent back to Accounts I Section along with copies of **Boarding Passes and Actual Tour Program.**

All the officers are hereby requested to verify the Invoices and return to this Section latest by Monday i.e., **23.09.2019** for making payment to Air India Ltd.

  
Accounts Officer 20/09/19  
CWC

Copy to:-

1. PS to Secretary, CWC.
2. DD, SMD for uploading the circular on CWC website.