

8<sup>th</sup> Floor (C), Sewa Bhawan  
R K Puram, N. Delhi 110066  
Dated: 14.09.2021


**CIRCULAR**

This is regarding Air Journey Bills claimed by IRCTC Ltd. for Air journey performed by the officers of CWC (HQ). It is necessary that payment is to be made in time bound manner; in this regards officials concerned are requested to ensure the following procedure:

1. The concerned officials may inform about journey status to Accounts I Section on **soact1@nic.in** immediately after completion of journey.
2. Within **two days of completion of journey** the officer concerned submit journey perform certificate (performa enclosed) in ink signed with copy of Actual Tour program and copy of Boarding pass

It is important to mention that payment to IRCTC Ltd. is to be made in stipulated time as per terms & condition and **any delay in payment may cause stoppage of service of Air Ticket booking on credit basis by IRCTC Ltd.**

Further, all authorised officials for Air Ticket booking is also requested to ensure verification of journey is completed within prescribed time.

  
(Jogender Kumar)  
Section Officer

Telefax No. 011-2958 3730

- (i) All authorised officials for Air Ticket booking
- (ii) All concerned in CWC (HQ)/CWC Field offices.
- (iii) Director, SM Dte., for uploading in CWC website

**CERTIFICATE OF JOURNRY PERFORMED**

I Sh./Smt/Kr. \_\_\_\_\_ (Name of the Govt. Servant) wish to confirm that

I had/have **performed** ☐ **not performed** ☐ **Cancelled** ☐ **Journey in respect of**  
**enclosed Air Ticket/voucher number** \_\_\_\_\_ **dated:** \_\_\_\_\_.

**Certifying that bill of the same amount has not been verified and claimed earlier by me.**

(Signature with stamp)