OFFICE MEMORANDUM

Subject: Instructions regarding regulation of officials Tours - Reallocation of funds under different Heads – reg.

To cater to the additional requirement of funds for travelling purpose, the substantial increase in travelling expenses has been examined criticality in order to keep it in check in view of austerity instructions issued by the Ministry of Finance from time to time. A need to contain the enormous expenditure has been necessitated.

The increasing need of travel for several projects in the wake of exponential increase in the scope of work of IWAI is very well appreciated. However, the proposals of official tours need to be critically examined by the sanctioning authority before approval.

It may, however be kept in mind that some of the interaction meetings with field units, ports and other authority/organization could be organized by using Web/Video Conferencing Facility. Low cost solution like installing CCTV cameras at the project sites under JMVP has already reduced the need to travel to sites at regular intervals.

It is also pertinent to mention that there are various committees constituted in Head office on different issues to be deliberated. It becomes extremely difficult to hold meeting of committees as it is extremely difficult to have all the members available on any particular date.

The tour program proposals being submitted by staff/officers must contain justification for the official tour and on completion of journey, a tour report must invariably be submitted by the officials.
The reallocation of funds under different heads in head office as approved is also enclosed for strictly adhering to the same. In no circumstance, the ceiling fixed should be exceeded.

This is issued with the approval of the Chairman.

(A. K. Gupta)
Director (Finance & Accounts)

**Encl:** - As Above

**To**

1. Secretary-IWAI
2. Chief Engineer (Tech)/CE & PM (JMVP)/Hy. Chief/ CE, R.O, Patna
3. Director, IWAI, Kolkata/ Kochi/Guwahati/ Vijayawada.
4. Officer-in-charge, IWAI, Allahabad/Varanasi/Sahibganj/Bhubaneshwar,
5. All Directors/D.S.(Traffic), IWAI, Noida.  
6. All Assistant Secretary, IWAI, Noida.
7. All Dy. Director (Fin.)/DD&RE, A.H.S (P&C), IWAI, Noida.

**Copy for information to:** - PPS/ Sr.PS/ PA to Chairman/ Vice-Chairman & Project Director (JMVP)/ Member (Finance)/ Member (Technical)/ Member (Traffic).