

Indraprastha College for Women
(University of Delhi)

IPC/58/03

21 March 2022

Notice regarding booking of Air Tickets (LTC/HTC)

Find attached Office Memorandum No. 19024/03/2021-E.IV dated 31.12.2021 issued by the Department of Expenditure, Ministry of Finance, Govt. of India regarding instructions for booking of Air Tickets.

This is for information and necessary action by all concerned.


Principal

Copy to:

- College Website
- All Staff
- Administrative Officer
- SO (Admn.)
- SO (Accounts)

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
...

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to this Department's O.M. No. 19024/03/2021-E.IV dated 31.12.2021 on the subject cited above vide which it has been decided that in view of the disinvestment of Air India, in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

2. The choice of the travel agent for booking of ticket by the individual Ministry/Department will depend on the quality of service provided, additional facilities viz. excess baggage, cancellation and rescheduling facility. The Administrative Ministries of the three authorized agents may ensure that all the three agencies apart from providing facilities through dedicated staff, also provide option for booking tickets directly through a application as a functionality on their website, specifically for Central Govt. employees posted in areas in the country where the services of authorized travel agents may not be easily available.

3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

1. Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, New Delhi.
2. Secretary, Ministry of Railways, Rail Bhawan, New Delhi.
3. Secretary, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi
4. Secretary, Ministry of Tourism, Transport Bhawan, Parliament Street, New Delhi

Copy to :

1. Chairman and Managing Director Balmer & Lawrie
2. Chairman and Managing Director, IRCTC, 11th Floor, Statesman House, Barakhamba Road, New Delhi - 110001.
3. Chairman and Managing Director Ashoka Tour & Travels.

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the 'Best available fare' on the date of booking on the basis of tour programme as per their entitlement.

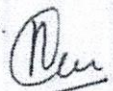
4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.
9. These orders shall be effective from 01.01.2022.
10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

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

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.