



Dated: 12.11.2018

No.: 5-1(108)/2011-PD

**From:**

Joint Secretary (Admn.)

**To :**

The Directors/Heads of all National Labs./Instts./Units of CSIR

**Sub:** Adherence to the Guidelines on Air Travel on Government Expenses - Purchase of Tickets from Authorized Agent-reg.

**Sir / Madam,**

The undersigned is directed to refer to CSIR letter No. 30-1(36)/2012-IFD dated 24<sup>th</sup> July, 2017 wherein the Guidelines on Air Travel on Government Expenses - Purchase of Tickets from Authorized Agent issued by Deptt. of Expenditure in their OM No. 19024/22/2017- E.IV dated 19<sup>th</sup> July, 2017 was circulated for compliance.

2. Despite this, cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agent are still being received. Deptt. of Expenditure, M/o. Finance has taken a serious view and clarified that henceforth relaxation on account of ignorance/unawareness about these guidelines would not be considered. Further, in terms of DoE OM No. 19024/22/2017-E.IV dated 27<sup>th</sup> February, 2018 in all such cases of air travel where tickets have been purchased from unauthorized agent after issue of the OM dated 19<sup>th</sup> July, 2017 (copy enclosed), the proposal for seeking relaxation should have approval of the Secretary of the Administrative Ministry.

3. It is, therefore, urged upon all to bring these to the notice of all concerned and to ensure strict compliance of the extant guidelines.

4. Hindi version will follow.

Yours faithfully,

(Siddhartha Dey)

Section Officer (Policy Division)

**Encl. : As above**

**Copy to:**

- ✓ 1) Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) Office copy

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No.30-1(36)/2012-IFD  
Dated 24-07-2017

To

Heads of all National Laboratories/Institutes

Subject : Guidelines on Air Travel on Official Tours- Purchase of air ticket  
from authorized agent.

Sir,

I am directed to enclose a copy of Govt. of India, Ministry of Finance,  
Department of Expenditure OM No.19024/22/2017-E.IV dated 19-7-2017  
(copy enclosed) on the above subject for your information, guidance and  
compliance.

Yours faithfully,

(Ajay Kumar)

Finance & Accounts Officer

Encl : a/a

Copy to :

1. Head, IT Division with the request to make the OM on website.
2. Office copy

No. 19024/22/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure  
...

North Block, New Delhi  
Dated the 19<sup>th</sup> July 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours - Purchase of air ticket from authorized agent.  
...

The undersigned is directed to refer to this Departments O.M. No. 19024/1-2005-E.IV dated 24.03.2005, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air Travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed by utilizing the services of 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. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

(i) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

(ii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

(iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Dev)

Deputy Secretary to the Government of India

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.

No. 19024/22/2017-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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North Block, New Delhi  
Dated the 27<sup>th</sup> February, 2018

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

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The undersigned is directed to refer to this Departments' O.M. No. 19024/22/2017-E.IV dated 19.07.2017 regarding guidelines on Air travel where the Govt. of India bears the cost of passage. As per this O.M., Ministries/Departments were asked to ensure that these instructions are given adequate coverage and were to be circulated to all so that 'lack of knowledge' of the rules is not cited as an excuse. In spite of these instructions, a large number of cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agents, are still being received in this Department.

2. The matter has been re-considered and it has been decided that all such cases of air travel where tickets have been purchased after issue of this Department's O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.

This is issued with the approval of Secretary Expenditure.



(Nirmala Dev)

Deputy Secretary to the Government of India

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.