



सं./No.: 5-1(33)/2008-PD

Dated 04.02.2022

**प्रेषक:** संयुक्त सचिव (प्रशासन)

**From:** Joint Secretary (Admn.)

**सेवा में:** सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख

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

**विषय:** यात्रा / अवकाश यात्रा रियायत के प्रयोजन के लिए अधिकृत एजेंट से हवाई टिकटों की खरीद पर भारत सरकार/ सी.एस.आई.आर द्वारा जारी दिशा-निर्देशों का अनुपालन के संबंध में

**Sub.:** Adherence to the Guidelines issued by Government of India/CSIR on purchase of Air Tickets from Authorized Agent for the purpose of Tour / Leave Travel Concession - reg.

**महोदया / महोदय / Madam / Sir,**

The undersigned is directed to refer to Para 4 of DoPT OM No. 43020/2/2016-Estt. (A.IV) dated 19.02.2020 endorsed vide CSIR letter of even number dated 19.03.2020 wherein it has been reiterated that the extant instructions regarding booking of air ticket on LTC journey through authorised modes should be strictly complied with. It has also been communicated that henceforth, the cases seeking relaxation on the plea of lack of awareness of rules and on grounds of exigencies of work shall not be considered by the DoPT.

2. Reference is also invited to CSIR letters No. 5-1(108)/2011-PD dated 12.11.2018 and 18.08.2020, wherein it has been reiterated to ensure strict compliance on the guidelines of booking of Air Tickets, by all the officials/officers. The clarification of Department of Expenditure (DoE), M/o Finance was conveyed that henceforth relaxation on account of ignorance/unawareness about these guidelines would not be considered by DoE.

3. Central Vigilance Commission, in a case where travel ticket was booked through unauthorized travel agent for the purpose of LTC, has advised CSIR to circulate the latest guideline/instructions issued vide Government of India in order to improve awareness on the subject among CSIR employees and officers.

4. Now, Department of Expenditure, vide OM No. 19024/03/2021-E.IV dated 31.12.2021, has conveyed the decision that in the all cases of air travel where the Government of India bears the cost of air passage, air ticket shall be purchased from three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours & IRCTC. The same has been endorsed in CSIR vide CSIR letter No. 5-1(108)/2011-PD dated 07.01.2022.

5. It is, therefore, brought to your kind attention that the instructions on booking of air tickets, wherever the Government of India/CSIR bears the cost of air passage, either arranged by the office or booked by employee himself, shall be through Authorized Travel Agents only as notified vide Department of Expenditure vide OM No. 19024/03/2021-E.IV dated 31.12.2021 and not through any other mode.

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6. It is, therefore, requested to ensure wide publicity of the content of this letter among all the employees and to ensure strict compliance of the extant guidelines.

भवदीय/Yours faithfully,

 04 Feb 2022

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)  
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्नक: यथोपरि / Encl. : As above

प्रतिलिपि/ Copy to:

1. प्रमुख, आईटी प्रभाग- को इस अनुरोध के साथ कि कृपया इस परिपत्र को वेबसाइट और पॉलिसी रिपोजिटरी में उपलब्ध कराएं / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
2. कार्यालय प्रति / Office copy

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दिनांक/Dated: 19.03.2020

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units


महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं./ Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, कार्यालय ज्ञापन सं० 43020/2/2016-स्था. (क.िव) दिनांक 19.02.2020  Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 43020/2/2016-Estt (A.IV) dated 19.02.2020	छुट्टी यात्रा रियायत (एल.टी.सी) के लिए प्राधिकृत ट्रेवल एजेंटों से यात्रा टिकट खरीदने में छूट के संबंध में स्पष्टीकरण।  Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.

भवदीय/Yours faithfully

  
19.03.2020

संतोष कुमार/Santosh Kumar  
अनु. अधि. (नीति प्रभाग)/Section Officer (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपोजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.



सं.43020/2/2016-स्था. (क.IV)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

कार्मिक और प्रशिक्षण विभाग

स्थापना क-IV डेस्क

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नॉर्थ ब्लॉक, नई दिल्ली-110001

दिनांक: 19 फरवरी, 2020

कार्यालय जापन

विषय:- छुट्टी यात्रा रियायत (एल.टी.सी.) के लिए प्राधिकृत ट्रेवल एजेंटों से यात्रा टिकट खरीदने में छूट के संबंध में स्पष्टीकरण ।

अधोहस्ताक्षरी को इस विभाग के दिनांक 19.6.2014 के का.जा. सं. 31011/4/2014-स्था. (क) (IV) तथा एलटीसी पर यात्रा टिकट बुक करने की प्रक्रिया के संबंध में उत्तरवर्ती का.जा. का संदर्भ देने और यह कहने का निदेश हुआ है कि, मौजूदा अनुदेशों के अनुसार जब कभी कोई सरकारी सेवक हवाई जहाज द्वारा एलटीसी का दावा करता है, उसे एलटीसी यात्रा (यात्राएं) करते समय हवाई यात्रा के टिकट सीधे एयरलाइंस (बुकिंग काउन्टर्स, एयरलाइंस की वेबसाइट) या प्राधिकृत ट्रेवल एजेंट अर्थात् 'मैसर्स बामर लॉरी एण्ड कंपनी', 'मैसर्स अशोक ट्रेवल एण्ड टूअर्स' तथा 'आईआरसीटीसी' (कार्मिक और प्रशिक्षण विभाग के दिनांक 2-12-2009 के का.जा. सं. 31011/6/2002-स्था.(क) के अनुसार आईआरसीटीसी को प्राधिकृत किए जाने के स्तर तक) की सेवाओं का उपयोग करते हुए बुक कराने की आवश्यकता होती है।

2. इस संबंध में, 2010-13 की अवधि से संबंधित कई मामलों की रिपोर्ट इस विभाग में की गई है जहां सरकारी कर्मचारियों ने उस समय नियमों की जानकारी की कमी के कारण निजी ट्रेवल एजेंटों के माध्यम से टिकट बुक करने के पश्चात् विशेष अनुमति योजना के अधीन जम्मू और कश्मीर (जे एण्ड के) और पूर्वोत्तर क्षेत्र (एनईआर) के लिए हवाई जहाज द्वारा एलटीसी पर यात्रा की थी। यह देखा गया है कि इन सरकारी सेवकों के दावों का प्रशासनिक प्राधिकारियों द्वारा आरंभिक रूप से निपटान किया गया था। तथापि, जब कुछ वर्षों के बाद लेखापरीक्षा प्राधिकारियों द्वारा कमियों को नोटिस किया गया तो इन दावों पर आपत्तियां उठाई गई थीं तथा ऐसे मामलों में दण्डात्मक ब्याज वसूलने के साथ वसूली करने का निर्णय लिया गया था। इन व्यक्ति विशेषों को हुई वित्तीय परेशानियों को ध्यान में रखते हुए, मंत्रालयों/विभागों तथा जेसीएम से इन मामलों में एकबारगी छूट प्रदान करने के लिए कई मांगें प्राप्त हो रही हैं।

3. इस मामले पर संयुक्त परामर्शदायी मशीनरी-कर्मचारी पक्ष और व्यय विभाग के परामर्श से इस विभाग में विचार किया गया है। ऐसे सरकारी कर्मचारियों, जिन्होंने जनवरी, 2010-जून, 2014 की अवधि के दौरान जेएंडके और एनईआर का भ्रमण करने के लिए हवाई जहाज द्वारा एलटीसी का लाभ लिया था और नियमों की जानकारी की कमी के कारण 'मैसर्स बामर लॉरी एण्ड कंपनी', 'मैसर्स अशोक ट्रेवल एण्ड टूअर्स' और आईआरसीटीसी के अलावा अन्य ट्रेवल एजेंटों के माध्यम से टिकट बुक किए थे, को एकबारगी छूट प्रदान करने का निर्णय लिया गया है। ऐसी छूट संबंधित मंत्रालय/विभाग के वित्तीय सलाहकार की सहमति से प्रदान की जाएगी। ऐसी छूट प्रदान करने से पहले सरकारी कर्मचारियों द्वारा यात्रा करते समय, उस समय लागू एलटीसी-80 की किराया सीमा और एलटीसी की अन्य शर्तों को पूरा किया जाना सुनिश्चित किया जाए। प्रशासनिक मंत्रालयों/विभागों को यह भी सुनिश्चित करना होगा कि छूट के लिए केवल उन मामलों पर ही विचार किया जाता है जहां यह ज्ञात हो कि सरकारी सेवक द्वारा नेकनीयत से गलती हो गई तथा कोई अनुचित लाभ प्राप्त नहीं किया गया।

जारी....2 /-

पूर्व -पृष्ठ से:

4. इसके अलावा, इस संबंध में, यह दोहराया जाता है कि प्राधिकृत पद्धति के माध्यम से एलटीसी पर हवाई यात्रा के टिकट बुक करने के संबंध में मौजूदा अनुदेशों का सख्ती से पालन किया जाना चाहिए। यह देखा गया है कि उपर्युक्त प्रावधानों को समय-समय पर दोहराए जाने के बावजूद भी, अभी तक इस विभाग को नियमों की जानकारी की कमी तथा कार्य-आकस्मिकताओं के आधार पर निजी ट्रेवल एजेंटों से टिकट बुक करने के लिए छूट मांगने के मामले प्राप्त हो रहे हैं। अतः, मंत्रालयों/विभागों से पुनः इस विभाग के दिनांक 10.12.2018 के का.ज्ञा. सं. 31011/2/2018-स्था.(क) (IV) के तहत जारी किए गए अनुदेशों का अपने कर्मचारियों के मध्य व्यापक प्रचार करना सुनिश्चित करने की सलाह दी जाती है। इसके बाद से, इस विभाग द्वारा कार्य की आकस्मिकताओं के आधार पर और नियमों की जानकारी की कमी के कारण छूट मांगने के मामलों पर विचार नहीं किया जाएगा। इस विभाग द्वारा केवल ऐसे मामलों पर ही विचार किया जाएगा जहां प्रशासनिक मंत्रालय/विभाग इस तथ्य को प्रमाणित करें कि गलती, नेकनीयती से हुई है तथा सरकारी सेवक को अनुचित परेशानी हो रही है।

सूर्य नारायण झा  
13.2.20

(सूर्य नारायण झा)

अवर सचिव, भारत सरकार

सेवा में,

सचिव,

भारत सरकार के सभी मंत्रालय/विभाग

(मानक सूची के अनुसार)

सूचनार्थ प्रेषित:

1. भारत के नियंत्रक तथा महालेखा परीक्षक, नई दिल्ली।
2. संघ लोक सेवा आयोग, नई दिल्ली।
3. केंद्रीय सतर्कता आयोग, नई दिल्ली।
4. केन्द्रीय अन्वेषण ब्यूरो, नई दिल्ली।
5. संसदीय पुस्तकालय, नई दिल्ली।
6. सभी संघ राज्य क्षेत्र प्रशासन।
7. लोक सभा/राज्य सभा सचिवालय।
8. कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय के सभी संबद्ध तथा अधीनस्थ कार्यालय।



No. 43020/2/2016-Estt (A.IV)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Establishment A-IV Desk

North Block, New Delhi-110 001  
Dated: February 19, '20

OFFICE MEMORANDUM

Subject:- **Clarification regarding relaxation of purchase of air tickets from authorized Travel Agents for the purpose of LTC.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2014-Estt.A-IV dated 19.06.2014 and subsequent O.M. regarding the procedure for booking of air-tickets on LTC and to say that as per the extant instructions, whenever a Government servant claims LTC by air, he/she is required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the services of the authorized travel agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Est(A) dated 02.12.2009) while undertaking LTC journey(s).

2. In this regard, many cases pertaining to the period of 2010-13 have been reported in this Department where Government employees had travelled on LTC by air to visit Jammu & Kashmir (J&K) and North-East Region (NER) under the special dispensation scheme after booking the tickets through private travel agents due to lack of awareness of rules at that time. It has been observed that claims of these Government servants were initially settled by the administrative authorities. However, after few years when the audit authorities noticed the lapses, objections were raised on these claims and recoveries were ordered in such cases along with charging of penal interest. In view of the financial hardships caused to these individuals, huge demands are being received from Ministries/Departments and JCM for grant of one time relaxation in these cases.

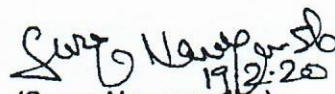
3. The matter has been considered in this Department in consultation with Joint Consultative Machinery - Staff Side and Department of Expenditure. It has been decided to grant one time relaxation to such Government employees who had availed LTC by air to visit J&K and NER during the period of January, 2010 - June, 2014 and booked the tickets through travel agents other than 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC', due to lack of awareness of rules. Such relaxation shall be granted with the concurrence of Financial Advisor of the concerned Ministry/Department. Fulfillment of fare limit of LTC-80 and other LTC conditions prevalent at the time of performance of journey by the Government servants may be ascertained before granting such relaxations. The Administrative Ministries/Departments shall also ensure that only those cases are considered for relaxation where it is established that bonafide mistake has occurred and no undue benefit has accrued to/obtained by the Government servant.

contd...2/-



from pre-page:

4. Further, in this regard, it is reiterated that the extant instructions regarding booking of air tickets on LTC journey through authorised modes should be strictly complied with. It is seen that despite reiterating the above provisions from time to time, this Department is still in receipt of cases seeking relaxation for booking of tickets from private travel agents on the grounds of lack of awareness of rules and work-exigencies. Therefore, Ministries/Departments are again advised to ensure wide circulation of this Department's instructions issued vide O.M. No. 31011/2/2018-Estt.A-IV dated 10.12.2018, among their employees. Henceforth, the cases seeking relaxation on the plea of lack of awareness of rules and on grounds of exigencies of work shall not be considered by this Department. Only those cases, where the Administrative Ministry/Department will certify the fact that bonafide mistake has occurred and undue hardship is being caused to the Government servant, shall be considered by this Department.

  
(Surya Narayan Jha)

Under Secretary to the Government of India

To

The Secretaries

All Ministries/Departments of Government of India  
(As per the standard list)

Copy to:-

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigations, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi section for Hindi version.



सं./No.: 5-1(108)/2011-PD

दिनांक / Dated: 18.08.2020

प्रेषक: संयुक्त सचिव (प्रशासन)  
From: Joint Secretary (Admn.)

सेवा में: सी.एस.आई.आर. के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख  
To: The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय: सरकारी व्ययों पर हवाई यात्रा -अप्राधिकृत एजेंट से टिकटों की खरीद के संबंध में दिशा-निदेशों के अनुपालन संबंधी

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

महोदय/महोदया / Sir / Madam,

The undersigned is directed to refer to CSIR letter No. 5-1(108)/2011-PD dated 12.11.2018 (copy enclosed) issued on the subject mentioned above. In the said letter, it has been reiterated to ensure strict compliance of the air travel guidelines, by all the officials/officers, issued by Department of Expenditure OM No. 19024/22/2017-E.IV dated 19.07.2017 and dated 27.02.2018.

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.

3. In cases where air journey has been performed by Airline other than Air India, the claim may be settled as per CSIR letter No. 30-1(36)/2012-Finance dated 20.06.2016 (copy enclosed).

4. It is, therefore, requested to bring the content of this letter to all concerned to ensure strict compliance of the extant guidelines.

भवदीय / Yours faithfully,

(बी. के. सिंह /B. K. Singh)  
उप सचिव (नीति प्रभाग) / DS(PD)

संलग्नक: यथोपरि / Encl. : As above

प्रतिलिपि/ Copy to:

- 1) प्रमुख, आईटी प्रभाग- को इस अनुरोध के साथ कि कृपया इस परिपत्र को वेबसाइट और पॉलिसी रिपोजिटरी में उपलब्ध कराएं / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति / Office copy





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)

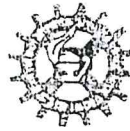
Section Officer (Policy Division)

**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  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



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

To

Heds 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 24.03.2006, 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.

ii) 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.

iii) 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  
\*\*\*

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.

\*\*\*

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.





Dated 20-06-2016

To

Heads of all National Laboratories/Institutes

Subject : Delegation of powers to Financial Advisers to accord exemption  
for air travel in airlines other than Air India in individual cases- reg.

Sir/Madam,

I am directed to enclose a copy of Govt. of India, Ministry of Finance, Department of Expenditure OM No.19024/1/2009-E.IV dated 7-6-2016 (copy enclosed) on the above subject for your information and guidance with the following modification in the signing authorities at Annexure-B of the OM :

- (i) In place of Head of Office, the Senior most functionary of Administration in Labs./Instt. will sign. In CSIR Hqrs, it will be signed by Sr.DS/DS(CO).
  - (ii) In place of Joint Secretary, the Director of the respective lab will sign. In respect of CSIR Hqrs, the Joint Secretary will sign at the prescribed place.
2. Request for seeking relaxation is required to be submitted in the proforma attached alongwith the OM with modification as mentioned above and mailed to [permission@csir.res.in](mailto:permission@csir.res.in).
3. The request not in standard format and/or without the signatures of prescribed authorities as above will not be entertained.

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. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

\*\*\*\*\*

New Delhi, dated the 7<sup>th</sup> June, 2016.

OFFICE MEMORANDUM

**Sub:- Delegation of powers to Financial Advisers to accord exemption for air travel in airlines other than Air India in individual cases-reg.**

Reference is invited to Department of Expenditure's O.M. of even number dated 13<sup>th</sup> July, 2009 which provides that in all cases of air travel, both domestic and international, wherein the Government of India bears the cost of air passage, officials have to travel in Air India only. For cases of air travel by Airlines other than Air India because of operational or other reasons or on account of non-availability, the powers were vested with Ministry of Civil Aviation to accord exemption in individual cases.

2. The matter has been examined in consultation with the Ministry of Civil Aviation. Accordingly, powers are hereby delegated to the Financial Advisors of the Ministries/Departments to accord exemption for air travel, both Domestic and International, by airlines other than Air India. In respect of individual cases of Autonomous Bodies, the Financial Advisors of the concerned Ministry/ Department will accord exemption for Air travel by Airlines other than Air India. The individual cases of Financial Advisers for air travel in airlines other than Air India, will be approved by the administrative Secretary of the concerned Ministry.

3. To regulate the individual claims, guidelines and proforma for seeking relaxation for travel by airlines other than Air India, are enclosed at Annexure -A & B.

  
07/06/2016  
(Nirmala Dev)

Deputy Secretary to the Government of India  
Tel.23093276

To  
All Financial Advisors (as per list)

Copy to: Secretary, All Ministries/Departments(As per list)



Annexure- "A"

**GUIDELINES FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

1. Request for seeking relaxation is required to be submitted in the Proforma (Annex. B)
2. The request for relaxation must be submitted to Integrated Finance Division at least 7 working days in advance from date of travel.
3. There is no requirement to seek relaxation for those Sectors on which General/blanket relaxation has been accorded by Ministry of Civil Aviation.
4. Those seeking relaxation on ground of Non-Availability of Seats (NAS) must enclose NAS Certificate issued by authorized travel agents or a copy of the sector specific snapshot of Air India website.
5. As per Ministry of Finance, Department of Expenditure OM No. 19024/1/2009-E.IV dated 13th July, 2009 for sectors which are not connected directly by any of the airlines, an employee must travel by Air India upto the nearest hub. Relaxation will be granted for the remaining segment.
6. Relaxation to travel by airlines other than Air India while availing LTC will be granted only in exceptional circumstances. Non availability of AI flight/seats on a particular day/time would not be considered as a valid ground for seeking relaxation.
7. Availability of lower fare is no criteria for seeking relaxation.
8. Those seeking relaxation on the ground of attending meeting at a particular time, must attach meeting notice and approved tour programme.
9. For foreign travel cases, where full or partial grants are received, journey has to be performed on Air India upto the place upto which Air India is available and seek relaxation for the remaining sector. On international routes where Air India has code-share partner, the same must be utilised.
10. For invitees from abroad travelling on Government of India funding, efforts should be made to book them on Air India and Air India code share flights to the extent possible.
11. Non-receipt of approval by the stipulated date does not entitle one to claim relaxation as a matter of right.

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**Annexure-B****PROFORMA FOR RELAXATION TO TRAVEL BY AIRLINES OTHER THAN AIR INDIA**

Sl. No.	Item of Information	Remarks
1.	Name	
2.	Designation	
3.	Name of the organization/Division	
4.	Date of visit	
5.	Whether Foreign travel / Domestic travel / LTC	
6.	In case of official visit, copy of approved tour programme.	
7.	Whether entitled for Air travel as per rules If not, copy of approval of competent authority for air travel	
8.	Detailed reasons for seeking permission to travel in airlines other than Air India (Foreign/Domestic):	
9.	Attach print out of communication with official website of Air India and Govt. authorized travel agents viz. Ashok Travels& Tours, Balmer Lawrie & Co. and IRCTC regarding the above reasons or official communication from Air India and these agencies.	
10.	In case of foreign travel, whether full or part journey is proposed through alliance partner of Air India	
11.	Undertaking from the travelling official that in case permission is granted for air journey other than by Air India, he/she will avail the cheapest available ticket in the entitled category among the options of various private airlines operating in that sector.	

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(Signature of the individual travelling)\*

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(Signature of the Head of the Office)

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**RECOMMENDATION OF THE ADMINISTRATIVE DIVISION / MINISTRY**

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**\*(Signature of Joint Secretary)**

**\*Note:** In case the individual travelling is holding the appointment of JS or above in the Ministry, no separate approval of Head of the Organization and approval of the Administrative Division/Ministry is required. In such cases, self-certification by the travelling officer (JS & above) will be sufficient for submitting their proposal for grant of the said permission.

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सां/No. : 5-1(108)/2011-PD

Dated 07.01.2022

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/ . Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 31.12.2021 का कार्यालय ज्ञापन सं० 19024/03/2021-ई. IV  Government of India, Ministry of Finance, Department of Expenditure, Office Memorandum No. 19024/03/2021-E.IV dated 31.12.2021	सरकारी खाते पर विमान टिकटों की बुकिंग के संबंध में अनुदेशों में संशोधन किये जाने के संबंध में।  Modification of instructions regarding Booking of Air Tickets on Government account.

भवदीय/Yours faithfully,

*M. Arun Manikanda Bharathi* 01 Jan 2022

(एम. अरुण मणिकण्ड भारति/ M. Arun Manikanda Bharathi)

अवर सचिव (नीति प्रभाग)/US (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रतिलिपि/Office copy.

भारत सरकार  
वित्त मंत्रालय  
व्यय विभाग

\*\*\*

नॉर्थ ब्लॉक, नई दिल्ली  
दिनांक: 31 दिसम्बर, 2021

कार्यालय ज्ञापन

**विषय: सरकारी खाते पर विमान टिकटों की बुकिंग के संबंध में अनुदेशों में संशोधन किए जाने के संबंध में।**

अधोहस्ताक्षरी को इस विभाग के मौजूदा आदेशों का संदर्भ देने का निदेश हुआ है जिनके द्वारा भारत सरकार जहां विमान यात्रा की लागत का वहन करती है, वहां विमान यात्रा के सभी मामलों में संबंधित अधिकारी केवल एअर इंडिया द्वारा यात्रा कर सकते हैं और एअर इंडिया से सीधे या तीन प्राधिकृत एजेंटों अर्थात् मैसर्स बामर लारी एण्ड कंपनी लिमिटेड (बीएलसीएल), मैसर्स अशोक ट्रेवल्स एण्ड टूरर्स (एटीटी) और इंडियन रेलवे कैटरिंग एण्ड टूरिज्म कार्पोरेशन लिमिटेड (आईआरसीटीसी) की सेवाओं का उपयोग करके विमान टिकट खरीद सकते हैं।

2. एअर इंडिया के विनिवेश किए जाने के सरकार के निर्णय को ध्यान में रखते हुए, यह निर्णय लिया गया है कि विमान यात्रा के उन सभी मामलों में जहां भारत सरकार विमान यात्रा की लागत का वहन करती है, वहां विमान टिकटों की खरीद तीनों प्राधिकृत यात्रा एजेंटों से की जाए अर्थात्

- (i) मैसर्स बामर लारी एण्ड कंपनी लिमिटेड (बीएलसीएल),
- (ii) मैसर्स अशोक ट्रेवल्स एण्ड टूरर्स (एटीटी),
- (iii) इंडियन रेलवे कैटरिंग एण्ड टूरिज्म कार्पोरेशन लिमिटेड (आईआरसीटीसी)।

3. ट्रेवल एजेंटों से आशा की जाती है कि वे सरकारी अधिकारियों/कर्मचारियों को उनकी पात्रता के अनुसार यात्रा कार्यक्रम के आधार पर टिकट बुकिंग की तारीख को **सर्वोत्तम उपलब्ध किराये** की व्यवस्था करें।

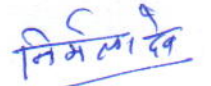
4. टिकट की बुकिंग के लिए पैरा 2 में उल्लिखित ट्रेवल एजेंट का चयन मंत्रालय/विभाग पर छोड़ दिया गया है। टिकट की व्यवस्था कार्यालय द्वारा की जा सकती है या अधिकारी/कर्मचारी द्वारा स्वयं की जा सकती है। बुकिंग एजेंसी अर्थात् तीनों प्राधिकृत ट्रेवल एजेंटों अर्थात् मैसर्स बामर लारी एण्ड कंपनी लिमिटेड, मैसर्स अशोक ट्रेवल्स एण्ड टूरर्स तथा इंडियन रेलवे बुकिंग एजेंसी टूरिज्म कार्पोरेशन लिमिटेड को एजेंसी शुल्क का भुगतान नहीं किया जाएगा।

5. सरकारी कर्मचारी द्वारा सरकारी यात्रा के लिए खरीदी गई टिकटों पर अर्जित किए गए सभी माइलेज प्वाइंट संबंधित विभाग द्वारा अपने अधिकारियों की अन्य सरकारी यात्रा के लिए उपयोग में लिए जाएंगे। किसी अधिकारी द्वारा इन माइलेज प्वाइंटों का निजी यात्रा के लिए उपयोग करने पर विभागीय कार्रवाई की जाएगी। ऐसा, यह सुनिश्चित करने के लिए किया गया है



कि सरकारी यात्रा, जो सरकार द्वारा वित्तपोषित होती है, से प्राप्त लाभों का उपार्जन सरकार को ही हो। ट्रेवल एजेंट तिमाही आधार पर अर्जित माइलेज प्वाइंट के बारे में मंत्रालय/विभाग को सूचित करेगा।

6. अपरिहार्य परिस्थितियों में, जहां टिकट की बुकिंग अप्राधिकृत ट्रेवल एजेंट/वेबसाइट से की जाती है, वहां मंत्रालय/विभाग के वित्तीय सलाहकार या विभागाध्यक्ष जिनका ओहदा संबद्ध/अधीनस्थ कार्यालयों में संयुक्त सचिव से कम न हो, छूट प्रदान करने के लिए प्राधिकृत हैं।
7. ट्रेवल एजेंटों को समय-समय पर विमान टिकटों का भुगतान सुनिश्चित करने के लिए, अधिकारी/कर्मचारी को उसके द्वारा की गई यात्रा की पुष्टि करने के लिए यात्रा पूरी करने के 7 दिन के भीतर विहित प्रोफार्मा (जैसा कि अनुबंध-1 के रूप में संलग्न है) में प्रमाणपत्र/वचन पत्र प्रस्तुत करना होगा।
8. सभी मंत्रालयों/विभागों को निदेश दिया जाता है कि वे इस आदेश का अनुपालन करें और अपने नियंत्रणाधीन संलग्न/अधीनस्थ कार्यालयों/स्वायत्त निकायों सहित सभी कार्यालयों में इसे व्यापक रूप से परिचालित करें।
9. ये आदेश 01.01.2022 से लागू होंगे।
10. इसे वित्त सचिव एवं सचिव (व्यय) के अनुमोदन से जारी किया जा रहा है।



(निर्मला देव)  
निदेशक

सेवा में,

भारत सरकार के सभी मंत्रालय और विभाग (मानक वितरण सूची के अनुसार)।

प्रतिलिपि:- भारत के नियंत्रक एवं महालेखापरीक्षक, संघ लोक सेवा आयोग आदि (मानक पृष्ठांकन सूची के अनुसार)।

यात्रा पूरी करने के लिए स्व-घोषणा प्रमाणपत्र

(का.जा. सं. 19024/03/2021-ई. IV दिनांक 31 दिसम्बर, 2021 का अनुबंध)

1. मैं (अधिकारी/कर्मचारी का नाम ..... ) एतद्वारा घोषित और प्रमाणित करता/करती हूँ कि:

2. मैंने वास्तविक रूप से ..... से ..... तक आगे की यात्रा दिनांक ..... को पूरी की है और वापसी यात्रा ..... से ..... तक दिनांक ..... को दौरा/प्रशिक्षण के प्रयोजनार्थ की है।

या

3. मैंने/हमने वास्तविक रूप से ..... से ..... तक आगे की यात्रा दिनांक ..... को तथा वापसी यात्रा ..... से ..... तक दिनांक ..... को स्थानान्तरण/एलटीसी/सेवानिवृत्ति के प्रयोजनार्थ की है। स्वयं या परिवार के सदस्यों जिन्होंने सरकारी सेवक के साथ या अलग से यात्रा की है, उनका विवरण नीचे दिया गया है:-

क्र. सं.	नाम	आयु	सरकारी सेवक के साथ संबंध

4. यदि मेरे द्वारा उपर्युक्त दी गई घोषणा किसी स्तर पर सत्य नहीं पाई जाती है तो मैं केन्द्रीय सिविल सेवा (वर्गीकरण, नियंत्रण और अपील) नियमावली, 1965 जिसे समय-समय पर संशोधित किया गया है, के अधीन अनुशासनिक कार्रवाई के लिए जिम्मेदार होऊंगा/होऊंगी।

(हस्ताक्षर)

सरकारी सेवक का नाम.....

पद नाम .....

मंत्रालय/ विभाग का नाम .....

सेवा में,

प्रशासन/स्थापना अनुभाग

मंत्रालय/विभाग.....



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

North Block, New Delhi.  
Dated the 31<sup>st</sup> 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.



**Self-declaration Certificate for Completion of Journey**

**(Annexure to O.M. No. 19024/03/2021-E.IV dated 31<sup>st</sup> December, 2021)**

1. I (Name of the employee.....) hereby declare and certify that :

2. I have actually performed the onward journey from..... to .....on.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

**OR**

3. I/We have actually performed the onward journey from..... to .....on.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....