

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No. 5-I(17)/08-PD

दिनांक/Dated: 16.10.2014

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To:

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

विषय/Sub : Office Memoranda issued by Government of India, Ministry of Personnel, Public Grievances, and Pensions, Ministry of Finance – Endorsement thereof in CSIR -reg.

महोदय/Sir,

मुझे भारत सरकार के कार्यालय ज्ञापन आपकी सूचना, अनुपालन एवं आवश्यक कार्यवाही हेतु अद्योषित करने का निदेश हुआ है।

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

S.No.	Office Memorandum No.	Subject
1	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 31011/5/2014-Estt. (A-IV) dated 24 th September, 2014.	Procedure for booking Air Tickets on LTC-Clarification reg.
2	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 31011/3/2014-Estt. (A-IV) dated 26th September, 2014.	Central Civil services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit NER and A&N.
3	Ministry of Finance, Department of Expenditure OM No. 8(25)/2012-EII(A) dated 19th September, 2014.	Purchase of Note Book/ Lap-Top etc. by Ministries/ Departments- revision of guidelines reg.
4	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 14019/2/13-Cash dated 7th October, 2014	Non submission of Boarding pass for settlement of T.A. Claims

भवदीय/Yours faithfully

Vinod Kumar
16/10/14
(विनोद कुमार / Vinod Kumar)
अवर सचिव (नीति) / US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

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

Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in

80 H/IT
16/10/14

No. 31011/ 5/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 24th September, 2014

OFFICE MEMORANDUM

Subject:- Procedure for booking of air-tickets on LTC- Clarification reg.

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of 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-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure's O.M. No. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

- (i) No fee/ service charges (by whatever nomenclature), which are not included in the 'tariff' charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.
- (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

10/9/14
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

Contd...

From pre-page:

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 Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions
9. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
- ✓ 10. NIC, DoP&T with the request to upload this O.M. on Department's web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
12. M/s Balmer Lawrie & Company Ltd., Core 8, Scope Complex, Ground Floor, 7, Lodhi Road. New Delhi.
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001

No. 31011/ 3/ 2014-Estt.(A-IV)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110 001
Dated: 26th September, 2014

OFFICE MEMORANDUM

**Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988 –
Relaxation to travel by air to visit NER and A&N.**

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER) , Jammu and Kashmir and Andaman & Nicobar Islands (A&N) as per the following scheme -

- (i) All eligible Government servants may avail LTC to visit any place in NER/ A&N against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/ Guwahati and any place in NER
 - b. Between Kolkata/ Chennai/ Bhubaneswar and Port Blair.
 - c. Between Delhi / Amritsar and any place in J&K

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/ Chennai/ Bhubaneswar / Delhi / Amritsar will have to be undertaken as per their entitlement.

- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.

10/9

Contd...

From pre-page:

- (vi) Air Tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Ashok Travels & Tours' and (to the extent is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

2. These orders shall be in operation for a period of two years from the date of issue of this O.M.

3. All the Ministries/ Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/ Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-a-vis the cost indicated on the air tickets submitted by the officials.

4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

10/11
(B. Bandyopadhyay)
Under Secretary to the Govt. of India
Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.

F. No. 8(25)/2012-EII (A)
Government of India
Ministry of Finance
Department of Expenditure

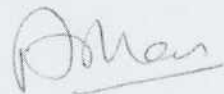
New Delhi, the 19th September, 2014

OFFICE MEMORANDUM

Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments – revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing nos. 1(15)/E.II(A)/2009 dated 26th May 2009 and 14th May 2012 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:
 - i. Cost of the device, including standard software should not exceed Rs. 70,000/-
 - ii. Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
 - iii. The officer who is given the device, shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
 - iv. Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
 - v. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
 - vi. No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to four years or till the fitness of such device is certified by NIC of that Ministry/Department, whichever is later. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.
 - vii. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.
3. This issues with the approval of Secretary (Expenditure).



(Anil Sharma)

Under Secretary to the Government of India

To

1. All Ministries/Department of Government of India.
2. All Financial Advisers
3. NIC, D/o Expenditure

F.No. G-14019/2/13-Cash
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
North Block, New Delhi

Dated : 7th October, 2014

CIRCULAR

Subject : Non submission of Boarding Pass for settlement of T.A. Claims

Difficulties have been expressed by various quarters in production of original boarding passes alongwith T.A. Claims from time to time. The matter has been considered and it has been decided with the approval of the competent authority that in order to simplify the procedure of settlement of T.A. Claims, the condition of submission of Boarding Pass alongwith settlement of T.A. claim is dispensed with.


2. However, the officer concerned, preferring Travelling Allowance, will have to attach an undertaking alongwith T.A. claims that the journey, as mentioned therein, has actually been performed by him/her. Other requirements, as per the established procedures will continue to be followed.

3. Notwithstanding above, in case of extreme doubt, the controlling officer may be asked to verify the genuineness of the claim.

4. Air tickets should be purchased only from the authorized travel agent of this Deptt. i.e. M/s Balmer Lawrie & Co. Ltd and at the cheapest rates after comparing the available fare from the websites of travel agents of repute. If cheaper rates are available directly from Air India, the same can also be bought.

5. The frequent flyer reward points from Air India may only be redeemed for the official tours of the Deptt.

6. This issues with the approval of Secretary (P).


(Shri Prakash)
Director (Admn.)

1. All Officers/officials of DOPT.
2. Pay & Accounts Officer, DOPT, 3rd Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. NIC, DOPT – for uploading on the website of DOPT and intranet.
4. E-office, DOPT – for uploading in e-office.