

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)/2017-IFD

Dated 09-02-2017

To

Heads of all National Laboratories/Institutes

Subject : Booking of air tickets through non-authorized travel agent-reg.

Sir/Madam,

A number of proposals are being received in IFD from different CSIR Labs./Instts. for relaxation regarding booking of air tickets from non-authorized travel agents in respect of tickets booked directly by external expert/invitees and CSIR officials.

2. MoF vide OM No.19024/I/2009-E-IV dated 16-9-2010 have issued instructions that air tickets may be purchased directly from Airlines (at booking counters/websites of airlines) or by utilizing the services of authorized travel agents viz. M/s Balmer Lawrie & Company, M/s Ashoka Travels & tours and IRCTC (to the extent IRCTC is authorized as per DoPT OM dated 2-12-2009).

3. Further, MoF vide OM's dated 13-7-2009 and 7-6-2016 have issued instructions for air travel on official account.

4. In this regard, I am directed to inform that the GoI instructions on travel as issued from time to time are required to be followed scrupulously. The expert/invitees should be clearly informed at the outset, in the very letter nominating/inviting them, the GoI instructions on air travel and that in case of deviations, their claims are liable to be rejected.

Yours faithfully,

(Ajay Kumar)

Finance & Accounts Officer

Encl : a/a

Copy to :

1. US, Office of DG, CSIR
2. US, Office of JS(A)
3. PA to FA, CSIR
4. Head, RPPBDD, CSIR, Hqrs.
5. Head, Mission Directorate
6. Head, HRDG
7. Dy.FA, CSIR, Hqrs.
8. CoFA/F&AO of all National Labs./Instts.
9. COA/AO of all National Labs./Instts.
10. Head, IT Division with the request to make the OM on website.
11. Office copy

F.No.19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
( Department of Expenditure )

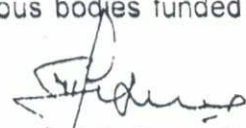
New Delhi, the 13<sup>th</sup> July, 2009.

**OFFICE MEMORANDUM**

**Subject : Air Travel on official account – both domestic and international.**

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23<sup>rd</sup> November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.
3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.
4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.
5. These orders will also apply to officials in autonomous bodies funded by Government of India.

  
(Y.P. Sehgal)

Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc..
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.

भारत सरकार

वित्त मंत्रालय

व्यय विभाग


नई दिल्ली, दिनांक 13 जुलाई, 2009

### कार्यालय ज्ञापन

विषय:- सरकारी खाते से स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के संबंध में।

इस मंत्रालय के दिनांक 23 नवम्बर, 2005 के का.ज्ञा. सं. 7(2)/संस्था-समन्वय/2005 में आंशिक आशोधन तथा इसी मंत्रालय के दिनांक 24.03.2006 के का.ज्ञा. सं. 19024/1/संस्था-IV/2005 का अतिक्रमण करते हुए, निर्णय लिया गया है कि स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के ऐसे सभी मामलों में, जिनमें हवाई मार्ग की लागत भारत सरकार वहन करती है, संबंधित अधिकारी केवल एअर इण्डिया द्वारा ही यात्रा कर सकते हैं।

2. ऐसे स्टेशनों, जो एअर इण्डिया से जुड़े हुए नहीं हैं, की यात्रा करने के लिए अधिकारी अपने अंतिम गंतव्य-स्टेशन के निकटतम हब/बिन्दु तक एअर इण्डिया द्वारा यात्रा करें तथा उसके आगे किसी अन्य एअरलाइन की सेवाएं ले सकते हैं, लेकिन यह एअरलाइन भी अधिमानतः एअर इण्डिया की मैत्री एअरलाइन (एलाइन्स पार्टनर) होनी चाहिए।
3. प्रचालनगत अथवा किसी अन्य कारण अथवा अनुपलब्धता के कारण इन आदेशों से विचलन के सभी मामलों में, वैयक्तिक मामले छूट हेतु नागर विमानन मंत्रालय के पास भेजे जाएं।
4. भारत सरकार के सभी मंत्रालयों/विभागों से अनुरोध है कि इन अनुदेशों का सख्ती से पालन करें।
5. ये आदेश भारत सरकार द्वारा वित्तपोषित स्वायत्तशासी निकायों के अधिकारियों पर भी लागू होंगे।



(वाई.पी. सहगल)

उप सचिव, भारत सरकार

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग, आदि।
2. सभी वित्तीय सलाहकार।
3. सरकारी क्षेत्र के सभी उद्यमों के प्रमुख।



No. 31011/6/2002-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block,  
New Delhi,  
Dated the 2nd December. 2009.

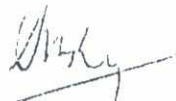
OFFICE MEMORANDUM

Subject : LTC to Central Government Employees –Travel by tour packages  
operated by IRCTC.

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The undersigned is directed to refer to DOP&T O.M. of even number dated 14.3.08, allowing tours by road conducted by the Indian Railway Catering and Tourism Corporation (IRCTC), a Government of India's undertaking under the Min. of Railways for the purpose of reimbursement of LTC by Government servants on the lines of ITDC/STDC and to say that as the IRCTC is also offering tour packages involving air travel in the sectors like Delhi - Leh, Delhi - Srinagar, Jaipur -Goa, Chennai/Calcutta - Port Blair etc., the question of allowing LTC packages of IRCTC, including the component of air travel has been examined in consultation with the Min. of Finance.

2. It has now been decided to allow the re-imbursement of air fare along with rail and road fare in the case of LTC journey 'of Government servants in tours offered by IRCTC for reimbursement under LTC provided the IRCTC indicates and certifies the 3 components separately and booking of tickets is done by IRCTC fully complying with the instructions of Govt. of India issued from time to time in this regard such as journey by Air India under LTC 80 scheme in economy class without package benefits etc.

  
(P. Prabhakaran)  
Deputy Secretary to the Govt. of India

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission.
9. Central Bureau of Investigation.
10. All Union Territory Administrations.

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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New Delhi dated the 16<sup>th</sup> September, 2010

**Office Memorandum**

**Subject: Guidelines on Air Travel on Tours/LTC.**

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:

**1. On Official Tours:**

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account of non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13.07.09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

**2. LTC:**

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services 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 DoP&T OM No. 31011/6/2002-Estt.(A) dt. 02.12.09).

**3. LTC for J&K:**

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Govt. employees, including those entitled to travel by Air [DoP&T OM No. 31011/2/2003-Estt.(A-IV) dated 18.06.10 and 05.08.10 refer].
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Govt. of India are requested to strictly adhere to these instructions.

  
(Karan Singh)

Under Secretary to the Govt. of India

To,  
All Ministries/Departments of Govt. of India

No. 19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
Department of Expenditure

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


OFFICE MEMORANDUM

Subj:- 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 Advisers 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 Advisers 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  
(Nirmla Dev)  
Deputy Secretary to the Government of India  
Tel.23093276

To  
All Financial Advisers (as per list)

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