

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhavan, Rafi Marg
New Delhi 110001

No. 30-9(1036)2008-Finance

Dated : 11-11-2008

OFFICE MEMORANDUM

Subject :- Air Travel on official tours - use of corporate coupons and apex fares,
regarding

Ministry of Finance vide OM No.19030/3/2008-E-IV dated 23-9-08 has notified the revised travel entitlement for official tour as recommended by 6th Central Pay Commission. As per the said notification, officers in the Grade Pay of Rs.5400.00 and above are eligible for air travel for official tour, however, no additional funds would be provided on account of the revision of TA/DA. The mileage points earned on purchase of tickets for such official tour shall also accrue to the Government. Further, Ministry of Finance vide OM No.7(1)/E.CORD/2008 has dated 01-10-08 laid down that each Ministry/Department is to evolve internal process to leverage the discounts being provided by Airlines in the form of cheap fares and Corporate Coupons.

Keeping in view the above, it has been decided by the competent authority that officers availing air journey for official tour will, henceforth, use corporate coupons to be made available by CSIR/Labs or apex fare tickets, wherever possible. The officers will ensure that free mileage points earned by them will be used for official travel and not for personal trips. Any other incentives and similar packages such as free companion etc. should be so negotiated by CSIR/Labs. so that the benefits come to CSIR. Cancellation charges payable would be permitted when apex fare tickets are cancelled due to change in tour plan in the best interest of organization. Further, while inviting external members for meetings, they may be requested to avail such discounted fares/coupons.

Henceforth, no reimbursement of full fare air tickets will be done for employees of CSIR excepting inevitable cases which would need the approval of the Director. This may kindly be given vide circulation within the Lab.



(R.L.Sharma)
Sr. Deputy Financial Adviser

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1. Heads of All National Labs./Instts.
2. Shri A.Wahid, Scientist for updating CSIR website
3. DS to DG, CSIR
4. PA to FA, CSIR
5. US to JS(A)
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