

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
MANIPUR, IMPHAL-795001

Estt(A&E)/Circular No. 06

Dated: 27.10.2020

In terms of Headquarters office letter No. 726-Staff(Entt.-I)/69-2013 dated 14.06.2013, it is stated that in each case prior approval of the Head of Department (HOD) is to be obtained for undertaking journey by air in respect of non-entitled officials. Moreover, travel by Private airlines is not permitted without prior permission of the Competent Authority and only under exceptional circumstances but subject to fulfilment of terms and conditions laid down by Govt. of India, Ministry of Civil Aviation OM dated 27.02.2014. These are booking of ticket through authorised agents of the Government, booking of tickets at the lowest fare available on the day of booking, certificate of non-availability of air tickets of Air India flight from Govt. authorised travel agents/ offices, updated routes available on Air India's website should be consulted before booking a ticket and timely booking of tickets to avoid non-availability of air India tickets, tour programme to be attached, etc.

However, it has come to the notice of the HOD that some officials who are not entitled to perform journey by air had performed the journey by Private Airlines for attending trainings, without obtaining prior permission of the Competent Authority and fulfilment of terms and conditions as laid down in Govt. of India OM dated 27.02.2014 as cited above.

The Competent Authority has viewed such lapses on the part of those officials very seriously. Non-entitled official who are found have performed journey by air without prior approval of the Competent Authority and Headquarters office and without fulfilment of terms and conditions as laid down in Govt. of India OM dated 27.02.2014 as above, which is irregular and the amount of TA already drawn as advance, if any, will liable to be recovered from his/her pay and allowances if sanction of the Competent Authority is not accorded. Cases of such violation of the rules/ instructions by official travelling by Private airlines will not be entertained in future. Any re-imburement of air fares on Private airlines is subject to fulfilment of the above conditions.

[Auth: PAG(A&E)'s order dated 27.10.2020 at P/20^N of file No. Estt(A&E)/TA-HQs/POL-2/2014-15]

Memo No. Estt(A&E)/TA-HQs/POL-2/2014-15/673-677

Copy for information and necessary to:

- 1) PS to Pr. AG(A&E), Manipur, Imphal
- 2) PA to Sr. DAG (A&E), Manipur, Imphal
- 3) All Branch Officers: They are requested to bring the content of this circular to the officers and staff working under them without fail.
- 4) Relevant File
- 5) Notice Board.

Sr. Accounts Officer (Admn.)

Dated: 27.10.2020


Sr. Accounts Officer (Admn.)