

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT ENTRAI,"LEKHA
PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018

PDA(C)/CLAIMS II/IV/26-02/2022-23/

28.07.2022

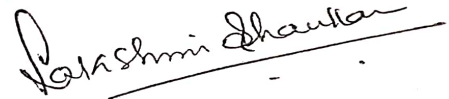
CIRCULAR No - 09

Sub: Launching of GOI Portal to facilitate Air Travel of Government Employees -Reg.

Ref: Letter from Hqrs in Lr.No. 105-Staff Entt(Rules)/A.R/01-2022, dt.25.07.2022

Headquarters in letter cited had forwarded an OM No.F-23014/1/2021-Ad.I dt.20.06.2022 issued by Ministry of Finance, Dept of Expenditure, New Delhi for Booking of Air Tickets by Government Employees through M/S Balmer Lawrie and Co. Ltd . The company has launched a dedicated portal for booking air tickets, exclusively for Central Government Employees. A copy of the OM is enclosed for guidance.

This issues with the approval of DD/Admn dated ...28.07.2022.....



SENIOR AUDIT OFFICER/CLAIMS

Encl: as above

To

- 1.All sections & Field Parties
2. All Field Parties through Hqrs section
3. EDP (for uploading in the website and forwarding email to All officials)
4. Notice Board
5. Hindi Section

PS2PD

PE No: 21
26.7.22

26/7/22

CAH

cl II

26/7/22 16

From: MANOJ KUMAR <saoaudit-r@cag.gov.in>
Sent: 25 July 2022 11:34
To: CAG-ALL-OFFICES
Subject: [Cag-all-offices] Launching of GoI Portal to facilitate Air Travel of Government Employees.
Attachments: No_H-12019_02_2022_EG_23062022_Launching of GOI Portal.pdf; Untitled attachment 00037.txt

PE No: 90
26.7.22

भारत के नियंत्रक - महालेखापरीक्षक का कार्यालय,
 पॉकेट 9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124

संख्या: 105- स्टाफ हकदारी (नियम)/ए.आर/ 01-2022
 दिनांक:- 25.07.2022

प्रति

भारतीय लेखा एवं लेखापरीक्षा विभाग
 के सभी कार्यालय।

विषय:- Launching of GoI Portal to facilitate Air Travel of Government Employees.

महोदय/ महोदया,

उपर्युक्त विषय पर व्यय विभाग, वित्त मंत्रालय, नई दिल्ली के पत्र संख्या H-12019/02/2022-EG दिनांक 23.06.2022 द्वारा जारी कार्यालय ज्ञापन सं OM No.23014/1/2021-Ad.I दिनांक 20.06.2022 को इस ई-मेल के साथ संलग्न किया गया है।

क्षेत्रीय कार्यालय कृपया इस कार्यालय ज्ञापन को आवश्यक कार्रवाई हेतु इस ई-मेल के संलग्नक से डाउनलोड कर लें।

Ministry of Finance, Department of Expenditure, New Delhi vide letter No. H-12019/02/2022-EG dated 23.06.2022 has issued OM No.23014/1/2021-Ad.I dated 20.06.2022 on the subject cited above have been attached with this E-mail.

The field offices may download the OM attached with this E-mail for further necessary action.

संलग्नक: यथोपरि।

Mail Recd. to
 ① DD/Admn (C & K)
 ② SAs / Admn & Claims
 ③ Brn Koch

PDA(C) / Secretariat
 CAG
 No. 185 Dt. 26/07/22

भवदीय,

हस्ता/-

(मनोज कुमार)

वरि. प्रशासनिक अधिकारी/ स्टाफ-हक.(नियम)

उपरोक्त पत्र कार्यालय के

Office of The PDA (Central), Chartered

को प्राप्त / Received on 25/7/22

को संलग्न किया गया. Forwarded to DD/Admn (C & K)

संलग्नक / copy.

प्रशासनिक PDA(C)

DD/Admn
 NO. 172 Dt. 26/7/22

SAs/Claims

①

14
44c

No. H-12019/02/2022-EG
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated: 23.06.2022

To,
Office of the Comptroller & Auditor General of India
9, Deen Dayal Upadhyay Marg,
New Delhi – 110 124

{Kind Attn: Shri Nilesh P. Patil, AC&AG (N)-1}

Subject: Launching of Gol Portal to facilitate Air Travel of Government Employees – reg.

Sir,

I am directed to forward herewith a copy of OM No. F-23014/1/2021-Ad.I dated 20.06.2022 received from Admn.I Section of this Department, along with a copy of Ministry of Petroleum and Natural Gas letter No. M-13025(11)/57/2022-LPG-PNG dated 10.06.2022 on the subject cited above, which is self-explanatory.

Encl: As above.

Yours faithfully,

Hari Kishore
23/6/22

(Hari Kishore)
Under Secretary (EG)
Tel: 23095634

Copy for information to: Under Secretary (Admn.), D/o Expenditure; w.r.t. their aforesaid O.M. No. F-23014/1/2021-Ad.I dated 20.06.2022.

Rules

24/6

29/6/22

No. F-23014/1/2021-Ad.I
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
Dated the 20.06.2022.

OFFICE MEMORANDUM

Subject:- Launching of GOI portal to facilitate Air Travel of Government Employees - reg.

The undersigned is directed to forward herewith a copy of Ministry of Petroleum and Natural Gas letter No.M-13025(11)/57/2022-LPG-PNG dated June 10, 2022 on the subject mentioned above for wide publicity of the portal amongst the employees of this Department including attached/subordinate offices.

Signed by Ranjit Kumar
Jha

Date: 20-06-2022 15:06:35

Encl: As above.


(Ranjit Kumar Jha)

Under Secretary to the Govt. of India
Tel. No. 2309 5695

To

1. All Officers/officials in the Department of Expenditure - Through e-Office portal.
2. Adviser (Cost), O/o CA (Cost) Lok Nayak Bhawan, New Delhi.
3. Director (EG) - in respect of C&AG.
4. Joint CGA (CDN), O/o CGA, INA, New Delhi.
5. Chief Administrative Officer, AJNIFM, Faridabad

o. 2694578/2022-23
23/06/2022


21/06/2022

U.S. (EG)
SO(EG)/Mr. Mary
22/6/22

12
4

2684334/22
15/6/22

File # M-13025(11)/57/2022-LPG-PNG
Government of India
Ministry of Petroleum and Natural Gas

for Dept. of Ex.
16.6.22
S(Ad. D)

Shastri Bhawan, New Delhi
Dated: June 10, 2022

fs.
SS(Run)

copy
16/6
DIR(Ad)
OS (Ad. D)
16/6

Sub: **Launching of GOI portal to facilitate Air travel of Government Employees.**

Dear Sir/Madam,

M/s Balmer Lawrie and Co. Ltd. is a Public Sector Company under this Ministry and is one of the three entities authorized by Department of Expenditure for booking air tickets in respect of Central Government Employees. To improve user convenience and the quality of experience, the company has launched a dedicated portal for booking air tickets, exclusively for Central Government employees. The URL and QR code to access the portal is as under:

<https://govemp.balmerlawrietravelapp.com/>



- The new portal has a number of exclusive features. A brief note explaining the features is attached for quick reference.
- As the portal is meant to be used as a self-service portal, I write to request that wide publicity of the portal may be made amongst the employees of your Ministry/Department and subordinate offices.

Yours faithfully,

[Pankaj Jain]

Secretary to the Government of India

Encl: as above

R. Mukherjee

The Secretary
Department of Expenditure
secyexp@nic.in
North Block, New Delhi.

Rep
16/06/22
SO (Ad. D)
16/6/2022

GOVERNMENT OF INDIA

Employee booking portal – Direct Payment Basis only

1. How to reach to website, dedicated for Government of India employee portal?

URL - <https://govemp.balmerlawrietravelapp.com/>

Scan QR code to reach to website .



2. Login and Registration page

Balmer Lawrie
TRAVEL & VACATIONS
(A Government of India Enterprise)

Government of India
Employee Booking Portal

Login

sbt.feedback@balmerlawrie.com

.....

Login

[First Time User](#) [Password Policy](#) [Forgot Password?](#)

[Write to Us](#)

User can do First Time registration by clicking the mail

User can write directly to balmer lawrie team by clicking "Write to Us"

**Welcome to Government of India
EMPLOYEES FLIGHT BOOKING PORTAL.**

We are pleased to offer benefits to all the government employees:

1. No Service Fee.
2. Cancellation as per Airline Policy.
3. 100% transparent fares and real time availability for GOI Employees.
4. 24 x 7 Travel Assistance Call Centre Support for Tickets and other services.
5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

Balmer Lawrie & Co. Ltd.
(A Government of India - Enterprise)

3. Once you click on customer Registration form - will appear, where employee has to complete the registration

Please note – Registration can be done only with government official mail address, system will not accept any private mail address like gmail.com, yahoo.com, rediffmail.com or any

40/20

other private domain.



Government of India
Employee Booking Portal

Customer Registration Form

Title* First Name* Last Name*

MR

Gender* Date of Birth*

Select Gender Pick a date

Mobile No.* Email-ID*

 kumar.niraj@balmerlawrie.in

Travellers Type : Belongs to Central/State Government

Organisation Name* Office-Id Number*

Office Address*

4. **Activation mail** -Once you will submit registration form then system will generate a mail and sent to your official government mail address- user need to click the link to activate the user id.
5. **ID activated** - Once User id is activated then user can login into the system and get the tickets booked.
6. **Dependent (family members)** - User can add update their family members details directly by themselves by Edit Profile->Dependent tab->now enter the details.
7. **Travellers Profile update** - User can directly update the details of Name, DOB, Address through Edit profile or any further update you can write to govemp@balmerlawrie.com
8. **Gov Portal Fare**- Gov Portal shows corporate fare for all airlines except Airlindia. Air India Retail fare is available.
9. **Web-Check-in** - Web-Checking booking needs to cancel calling the call centre 0124-4603500 / 0124-6282500 as this booking is not authorised by airlines to cancel online.
10. **Search Screen**

Flight

Search Flight

One Way Round Trip

From: New Delhi(DEL) To: Mumbai(BOM) Depart: 17-05-2022

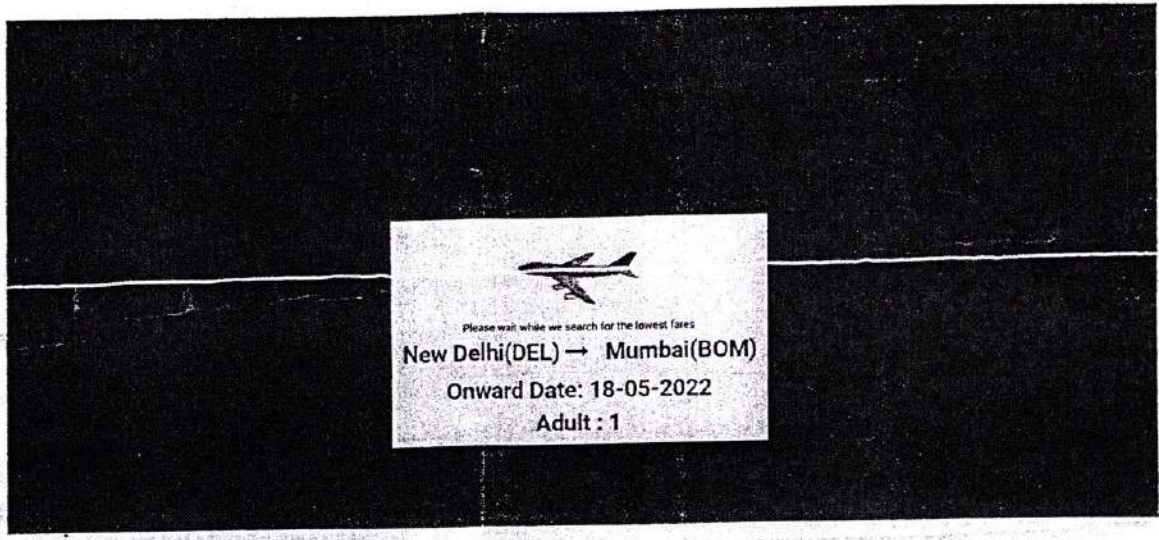
Class: ECONOMY

Search

Booking Note Cancellation Note Traveller Details

Please read booking understanding Please read cancellation understanding Please select the self or with family member to search for bookings

ID	Title	First Name	Last Name	Relation	EmailID	Mobile	Include Self
1	MR	BARUAH	SANGI T	Self	sbt.feedback@balmerlawrie.com	9958830840	<input checked="" type="checkbox"/>



11. Listing Screen with Airlines Results

DEL-BOM: 18-05-2022					
Airline	Departure	Duration	Arrival	Retail	Corporate
GB-346 GoFirst	New Delhi 19:50	0-Stop 02:10	Mumbai 22:00		₹7524 Details 9% Left
GB-328 GoFirst	New Delhi 20:55	0-Stop 02:30	Mumbai 23:25		₹7524 Details 9% Left
GB-354 GoFirst	New Delhi 22:45	0-Stop 02:15 +1	Mumbai 01:00		₹7524 Details 9% Left
6E-2009 Indigo	New Delhi 02:00	0-Stop 02:10	Mumbai 04:10		₹7536 Details 9% Left
6E-5023 Indigo	New Delhi 06:30	0-Stop 02:05	Mumbai 08:35		₹7536 Details 9% Left

12. Write to us

Balmer Lawrie
TRAVEL & VACATIONS
(A Government of India Enterprise)

Login

Login

Government of India
Employee Booking Portal

**Welcome to Government of India
EMPLOYEES FLIGHT BOOKING PORTAL**

We are pleased to offer benefits to all the government employees:

1. No Service Fee.
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5. Secure online System with certified processes.
6. Special GOI Fares:
 - a) Nil / Minimum Cancellation Fee
 - b) Free Meal Options available
 - c) Free Seat Selection available

Balmer Lawrie & Co. Ltd.
(A Government of India - Enterprise)

[First Time User](#) [Password Policy](#) [Forgot Password?](#)

Write to Us User can write to BL team for any challenges on the system