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No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
...

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the 'Best available fare' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.

9. These orders shall be effective from 01.01.2022.

10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirjala Devi)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

No. 19030/2/2020-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated 22nd December, 2020

OFFICE MEMORANDUM

Subject: Travelling Allowance Rules -production of receipts/vouchers for reimbursement of Travelling charges for travel within the city admissible under Daily Allowance on tour-regarding.

The undersigned is directed to refer to Para 2 (E) (i) & (iii) of this Department's OM No. 19030/1/2017-E.IV dated 13.07.2017 regarding Travelling Allowance Rules – Implementation of 7th CPC vide which reimbursement for Travelling Charges for travel within the city admissible under Daily Allowance on Tour, has been prescribed. As per Para 2E(iii) of this O.M. Level 8 & Below have been allowed reimbursement of Travelling Charges without production of vouchers against self –certification and Level 9 & above have to produce vouchers..

2. Several references have been received in this Department regarding difficulties being faced by the officials in Pay Level 9 to 11 for production of receipts/vouchers while claiming reimbursement of Travelling Charges for travel within the city admissible under Daily Allowance on Tour as per Para 2E(i) of Annexure to this Department's OM dated 13.07.2017.

3. The matter has been considered in this Department and it has been decided that for reimbursement of Travelling Charges admissible under Daily Allowance on tour as mentioned in Para 2E(i) of OM dated 13.07.2017, condition of production of receipts/vouchers for officials in Pay Level 9 to 11, is done away with subject to furnishing of self-certification in which officials have to indicate the period of travel, vehicle Number etc.

4. In their application to the persons belonging to the Indian Audit & Accounts Department, this order is issued under Article 148(5) of the Constitution and after consultation with the Comptroller & Auditor General of India.

5. This is issued with the approval of Secretary (Expenditure).

Hindi version is attached.


(Nirmala Dev)
Director

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.

North Block, New Delhi.
Dated the 16th June, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

In view of the decision of the Government for disinvestment of Air India, it has already been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased only from the three Authorized Travel Agents viz.

- (i) M/s Balmer Lawrie & Company Limited (BLCL),
- (ii) M/s Ashok Travels & Tours (ATT)
- (iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC),

2 The choice of the travel agent for booking of ticket for tour and LTC from those in Para 1 is left open to the Ministry/Department and to the official in case of self booking, based on convenience and service quality. Tickets for all employees for a single tour should be done through one selected travel agent only. No agency charges/convenience fees will be paid to these three booking agencies.

3 Employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot at the time of booking :-

(a) On the day of travel in the desired 3 hours slot of following time band - 00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00

(b) With provision of optimizing within a 10% price band, for convenience and comfort.

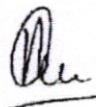
4 Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. Bookings may be made even if the approval of the tour programme is still under process.

5 Any bookings made within less than 72 hours of intended travel on Tour, will require the submission of self-declared justification by the employee.

6 Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, will require the submission of a self-declared justification by the employee.

7 Employees should preferably book only one ticket for each leg of intended travel. Holding of more than one ticket is not allowed. However, in case of special exigencies or exceptional circumstances, a maximum of two tickets for the alternative flights for different time-slot may be booked for same leg of travel with the self-declared justification for the same.

8. (a) While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of the 3 authorized agencies only.
(b) Employees must register their official Government Email-Id with these 3 agencies to book their air tickets digitally through above modes for travel by any airlines.
9. Ministries/Departments should ensure the availability of sanctioned Budget for Domestic and Foreign travel for their employees.
10. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate /attached offices are authorized to grant relaxation.
11. All Ministries/Departments are to clear their dues on account of air ticket to the concerned travel agent within a maximum of 30 days from completion of journey.
12. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 72 hours of completion of journey. TA bill may be submitted later as per the existing rules.
13. Ministries/Departments must clear all previous outstanding dues to the travel agents by 31st August, 2022.
14. No Mileage Points will be generated against travel on Government account.
15. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including Attached/Subordinate Offices/Autonomous Bodies under their control.
16. This O.M. is issued in supersession of all existing instructions on the subject.
17. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.
Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

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प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

का. आ.: - डब्लू. एम.-I-(2022-23)- 41

दिनांक:- 19-09-22

कार्यालय आदेश

सेवा में,

प्रधान सचिव, / सचिव

1. ग्रामीण कार्य विभाग, बिहार सरकार, पटना।
2. योजना एवं विकास विभाग, बिहार सरकार, पटना।
3. भवन निर्माण विभाग, बिहार सरकार, पटना।
4. पथ निर्माण विभाग, बिहार सरकार, पटना।
5. लघु सिंचाई विभाग, बिहार सरकार, पटना।
6. जल संसाधन विभाग, बिहार सरकार, पटना।
7. लोक स्वास्थ्य अभियंत्रण विभाग, बिहार सरकार, पटना।
8. राष्ट्रीय उच्च पथ, पथ निर्माण विभाग, बिहार सरकार, पटना।

विषय:- प्रमंडलीय लेखाकार/ प्रमंडलीय लेखा पदाधिकारी संवर्ग के पदाधिकारियों को LTC के संबंध में।

भारत सरकार वित्त मंत्रालय (व्यय) के द्वारा LTC से संबंधित कई OFFICE MEMORANDUM निर्गत हुआ है। जिसमें LTC के दौरान डिजिटल रूप से हवाई टिकट बुक करने के लिए 'अधिकृत एजेंसियों' के साथ अधिकारिक सरकारी Email- ID का पंजीकरण किया जाना आवश्यक है। इस प्रकार संलग्न OFFICE MEMORANDUM के अनुसार प्रमंडलीय लेखाकार/ प्रमंडलीय लेखा पदाधिकारी संवर्ग के कर्मियों को इसमें दिये गए निर्देशों का पालन करने, अधिकारियों को अपनी अधिकारिक सरकारी Email-ID को अधिकृत एजेंसियों के साथ बुक करने के लिए पंजीकृत किया जाना अपेक्षित है।

अतः LTC का प्रतिपूर्ति भारत सरकार वित्त मंत्रालय (व्यय) के द्वारा निर्गत संकल्पों के तहत करने हेतु निर्देशित किया जाय।

अनुलग्नक:- OFFICE MEMORANDUM की छायाप्रति।

ह

उप महालेखाकार (कार्य)
बिहार पटना।

प्रतिलिपि सूचनार्थ प्रेषित:-

1. प्रधान महालेखाकार (ले. एवं हक.) का सचिवालय।
2. उपमहालेखाकार (कार्य) का सचिवालय।
3. सहायक लेखा अधिकारी, ITS अनुभाग, कार्यालय Website पर अपलोड करने हेतु।
4. सूचना पट्ट।

वरीय लेखा अधिकारी
बिहार पटना।