

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,
9, DEENDAYAL UPADHYAY MARG, NEW DELHI-110124**

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Circular No.10

**सँख्या: 72 -स्टाफ हकदारी(नियम)/ए.आर/01-2022
दिनांक:-17.03.2023**

To

1. All Heads of Department in the IA&AD
(as per standard e-mail list)
2. Director General (Hqr)

**Sub: Modifications of instructions regarding Booking of Air Tickets on Government Account-
reg.**

Sir/Madam,

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 Authorised 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 Head of office and to the official in case of self-booking, based on convenience and service quality. Tickets for all employees for a single tour may be done by employees at their convenience and comfort from any of the three authorized agents as mentioned in para 1 above. No agency charges/convenience fees will be paid to these three booking agencies.

3. Generally, in IA&AD, the supervisory officers and the audit teams do not travel together as the supervisory officers are generally assigned supervision of 2 to 3 teams during the same time slots. Therefore, they may choose flight of their choice available on the given day of journey as per approved tour programme and book the cheapest fare available for that particular flight. Preferably a non-stop flight should be chosen.

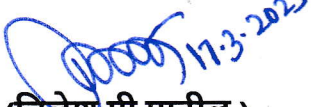
4. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on tour and LTC, to avail the most competitive fares and minimize burden on the exchequer. However, bookings may be made only after the approval of the tour programme by competent authority. Further, in case of leave for LTC, it should be approved by the respective competent authority.

5. Employees are encouraged to avoid bookings within less than 72 hours of intended travel on Tour. In case, the bookings are made within 72 hours, submission of self-declared justification by the employee is required. However, in cases where the bookings are made within less than 72 hours of intended travel on tour due to administrative reasons, self-declared justification by the employee shall not be required. In case of cancellation of the tour programmes for LTC, the self-declared justification by the employee is necessary.

6. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel, without any administrative reasons, 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 approval of the competent authority.
8. While tickets may be arranged by the office through the authorised travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of authorized agencies. Employees must register their designation based official Government Email-Id with authorised agencies to book their air tickets digitally through above modes for travel by any airlines. In this case, the cancellation charges, if any, should be borne by the department of the employee.
9. The office 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 Integrated Financial Advisor in Headquarter office and Head of Department in field IA&AD offices is authorized to grant relaxation.
11. All offices 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, and 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. All Head of offices must clear all previous outstanding dues to the travel agents.
14. No Mileage Points will be generated against travel on Government account.
15. All Head of offices are directed to ensure strict compliance of the order and to widely circulate this in all offices including Attached/Subordinate Offices under their control.
16. This Circular is issued in supersession of all existing instructions on the subject.

भवदीय,


(निलेश पी.पाटील)

सहा. नियंत्रक - महालेखापरीक्षक (अराज.-I)

Self-declaration Certificate for Completion of Journey

(Annexure to Circular No. 10 (issued vide letter no. 72-स्टाफ हकदारी(नियम)/ए.आर/01-2022
दिनांक:-17.03.2023))

1. I (Name of the employee.....) hereby declare and certify that:
2. I have actually performed the onward journey from.....to
.....(date) and return journey
from.....to.....on
.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey
from.....to.....on(date) and return
journey from.....to.....onfor
the purpose of Transfer/LTC/Retirement. The particulars of the self and family members
who have performed journey either with the Government servant *or* separately are as
under:-

S. No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Servies (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government Servant.....

Designation.....

Name of the Office.....

To

Admn./Establishment Section