SUB: Air travel on official account- both domestic and international.

1. Attention of all the Departments of the University is invited towards the instructions issued by the Government of India, Ministry of Finance vide their OM dated 13.07.2009 (Copy enclosed) wherein it has been stated that while air travel on official account-both domestic and international, the officers concerned may travel only by Air India and are permitted to have/get booking at Airlines booking counter/website of Airlines or through approved travel agents. Wherever an officer seeks to utilize the service of travel agents, it should be limited to M/s. Balmer Lawrie & Company and M/s. Ashok Travels and Tours. Govt. Of NCT of Delhi has also approved DTTDC as an authorized agency for booking of air-tickets while on official tour.

2. Further, attention of all departments of the University is invited to the Govt. Of India, Ministry of Finance, Department of Expenditure’s O.M. dated 24.9.2014 wherein guidelines were issued for purchase of air tickets and travel by Air India while availing LTC and official tours.

3. A number of references are being received to relax the provisions with regard to purchase of air tickets other than authorised agencies, as mentioned in para 1 other than Air India.

4. In view of the above, it is informed to all concerned that the university will not consider any proposal for relaxation on travel by airlines other than Air India and with regard to booking of Air-tickets from agencies other than approved agencies.

(S.K. Tanwar)
Controller of Finance

1. All the Deans/Director.
2. Head of Departments
3. AR to VC for information to Hon’ble V.C.
4. AR to Registrar for information to Registrar
5. Asstt. To Pro Vice Chancellor for information to Pro Vice Chancellor
6. All JR/DR/AR’s/SO’s
7. FO/AAO/DDO
8. Server Room for uploading on Website.
Subject: Air Travel on official account – both domestic and international.

In partial modification of this Ministry's OM No. F. No. 7(2)/E. Coord/2005 dated 23rd November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2006, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India.

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India.

Y.P. Sehgal
Deputy Secretary to the Govt. of India.

To

1. All Ministries/Departments of the Government of India, etc.
2. All Financial Advisers.
3. All Heads of Public Sector Enterprises.
विचय:- सरकारी खाते से स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के संबंध में।

इस मंत्रालय के दिनांक 23 नवम्बर, 2005 के का.शा. सं. 7(2)/संस्था-समन्वय/2005 में आंशिक आशोधन तथा इसी मंत्रालय के दिनांक 24.03.2006 के का.शा. सं. 19024/1/संस्था-IV/2005 का अतिक्रमण करते हुए, निर्माण सियास किया गया है कि स्वदेशी और अंतर्राष्ट्रीय दोनों प्रकार की हवाई यात्रा के ऐसे सभी मामलों में, जिनमें हवाई मार्ग की लागत भारत सरकार वहन करती है, संबंधित अधिकारी केवल एअर इफ्डिया द्वारा ही यात्रा कर सकते हैं।

2. ऐसे स्टेशनों, जो एअर इफ्डिया से जुड़े हुए नहीं हैं, की यात्रा करने के लिए अधिकारी अपने अंतिम गंतव्य-स्टेशन के निकटतम हव/विमु के रूप में एअर इफ्डिया द्वारा यात्रा करें तथा उसके आगे किसी अन्य एअरलाइन की सेवाएं ले सकते हैं, लेकिन यह एअरलाइन भी अधिमानत: एअर इफ्डिया की मैजी एअरलाइन (एलाइन्स पार्टनर) होनी चाहिए।

3. प्रचालनात्मक अन्य किसी अन्य कारण अथवा अनुपलब्धता के कारण इन आदेशों से विचलन के सभी मामलों में, वैधता के बाद ही अस्त नागरिक मंत्रालय के पास भेजे जाएं।

4. भारत सरकार के सभी मंत्रालयों/विभागों से अनुरोध है कि इन अनुदेशों का सही तरीके से पालन करें।

5. ये आदेश भारत सरकार द्वारा विचयोपित स्वायत्तशासी निकायों के अधिकारियों पर भी लागू होंगे।

उप सचिव, भारत सरकार

लेख में,
1. भारत सरकार के सभी मंत्रालय/विभाग, आदि।
2. सभी वित्तीय सलाहकार।
3. सरकारी क्षेत्र के सभी उद्यमों के प्रमुख।
OFFICE MEMORANDUM

Subject: Procedure for booking of air-tickets on LTC - Clarification reg.

The undersigned is directed to refer to the conditions laid down by this Department's O.M. No. 31011/4/2014-Estt.(A.IV) dated 19th June, 2014, as per which the Government employees are required to book the air tickets directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. ‘M/s Balmer Lawrie & Company’, ‘M/s Ashok Travels & Tours’ and ‘IRCTC’ (to the extent IRCTC is authorized as per DoPT O.M. No. 31011/6/2002-Estt.(A) dated 02.12.2009) while undertaking LTC journey(s).

2. The matter has further been reviewed and it is clarified that the web-portal of authorized travel agents, namely M/s Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC will also be treated as an acceptable mode for purchase of air tickets on LTC. However, booking of air tickets through web-portals of these authorized agents would also be governed by the provisions of Department of Expenditure’s O.M. No. 19024/1/2012-E-IV dated 5th September, 2014 which are as under:

   (i) No fee/ service charges (by whatever nomenclature), which are not included in the ‘tariff’ charged by Air-India/airlines, are required to be paid to the aforementioned authorised travel agents.

   (ii) As far as possible, air tickets on Government account may be obtained directly from the Air India/ Airlines (booking counters/ offices/ websites) and if obtaining tickets directly from Air India/ Airlines is not possible, should the services of authorised travel agents be availed of.

3. All Ministries/ Departments are advised to bring these guidelines to the notice of all their employees.

   (B. Bandyopadhyay)
   Under Secretary to the Govt. of India
   Ph. (011) 23040341

To

All Ministries/ Departments of the Government of India.
Copy to:

2. Union Public Service Commission, New Delhi.
6. All Union Territory Administrations.
7. Lok Sabha/Rajya Sabha Secretariat.
8. All Officers and Sections in the Ministry of Personnel, Public Grievances & Pensions.
10. NIC, DoP&T with the request to upload this O.M. on Department’s web site (OMs/Orders → Establishment → LTC Rules)
11. M/s Ashok Travels & Tours, Room No. 8&9, Lobby Level, Hotel Janpath, Janpath, New Delhi-110001
13. IRCTC Corporate Office, B 148, 11th Floor, Statesman House, Barakhamba Road, New Delhi-110001