

No.19011/01/2015-Fin.II(Pt.)

Government of India
Ministry of Home Affairs

North Block, New Delhi,
Dated November 03, 2017

OFFICE-MEMORANDUM

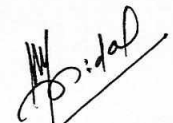
Sub: Guidelines on Air Travel on Government Expenses - Purchase of Tickets from Authorised Agent- reg.

The undersigned is directed to refer to GoI 14 below SR 48-B wherein provision has been made that in all cases of air travel, where Govt. of India bears the cost of air passage, the officials have to travel only by Air India. Further, GoI 16 below the rule stipulates for purchase of air ticket directly from Airlines (Booking Counter or website of Airlines) or by utilizing the services of the authorised agents viz. M/s. Balmer Lawrie & Co., M/s Ashoka Travels & Tours and IRCTC. Department of Expenditure, M/o. Finance time and again also stressed the need of travel only by Air India and purchase of air tickets from permissible source. Recent in this row is their OM No. 19024/22/2017E-IV dated 18th July, 2017 (copy enclosed for ready reference).

2. Despite this MHA is frequently in receipt of proposals for relaxation of above rules citing reason of ignorance/unawareness of these guidelines. Department of Expenditure has clarified to MHA that henceforth relaxation on account of ignorance/unawareness of the guidelines would not be considered by them in future.

3. It is, accordingly, stressed upon all the offices/Division under the ambit of Integrated Finance Division of MHA to scrupulously follow the guidelines relating to air travel.

Encl.: A/a.



(Kumar Manoj Kashyap)
Under Secretary & AFA (Fin-II)
Tel. 23093245

To,

1. PPS to HS/ Secy(BM)/Secy(OL)/SS(IS)
2. PPS/PS to all AS and JS of MHA
3. PS to JS (Admn) of PMO/DoPT/ DoARP&G/ DoP&PW/ DoL/ ISCS/ PSA/Cab. Sectt./ NHRC/ NATGRID/RGI
4. DG/Directors/IFAs of all CAPFs/CPOs
- ✓ 5. SO(IT) for uploading on the website of MHA

No. 19024/22/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 19th July, 2017

Office Memorandum

Subject: - Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent.

The undersigned is directed to refer to this Departments' O.M. No. 19024/1/2005-E.IV dated 24.03.2006, O.M. No. 19024/1/2009-E.IV dated 16.09.2010 and O.M. No. 19024/1/2012-E.IV dated 09.07.2013 regarding guidelines on Air travel. As per these guidelines, in all cases of Air Travel where the Government of India bears the cost of air passage, Air Tickets may be purchased directly from Airlines (at Booking counters/office/Website of Airlines) and if needed, by utilizing the services of 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. This Department is receiving a large number of proposals from various Ministries/Departments seeking ex-post-facto relaxation of the prescribed procedure for purchase of air tickets from authorized travel agents only.

3. The matter has been reconsidered in this Department. All Ministries/Departments are again directed to:

(i) Ensure strict compliance of extant guidelines for purchase of air ticket directly from Airlines (at Booking counters/office/Website of Airlines) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only by all officials/offices under their control. Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered by this Department.

ii) In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Airlines or web portal of Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.

iii) In respect of Non-officials of Committees/Boards/Panels, the concerned Ministry/Department have to mention in the meeting notice that the Non-official Member has to purchase the ticket from authorized travel agent only otherwise his claim will not be settled by that Ministry/Department.

iv) All Ministries/Departments of the Government of India, etc. have to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control with specific instructions to Heads of Departments concerned for strict compliance of these guidelines. Non-compliance of these guidelines by Ministries/Departments will be treated as lapse on the part of the concerned Ministry/Department.



(Nirmala Dev)

Deputy Secretary to the Government of India

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.