OFFICE ORDER

Sub: Modifications of instructions regarding booking of Air tickets on Government accounts-regarding.

Reference is invited to IFD Division, Department of Higher Education, Ministry of Education vide No. 29-8/2022-IFD dated 10.01.2022 endorsing therewith Department of expenditure, Ministry of Finance Govt. of India, vide No. 19024/03/2021E-IV dated 31.12.2021 regarding modifications of instructions on booking of Air tickets for air travel wherein the Government of India bears the cost of air passage.

As per the communications, all cases of air travel where 'the Institute' bears the cost of air passage out of the Government grant, tickets for the purpose of Tour/Training/Transfer/LTC/ TA on settlement at station on Retirement/workshop/conference etc. shall be arranged/made from following three authorized agencies only without payment of any agency charges.

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

At present, the services of M/s Balmer Lawrie & Company Limited (BLCL) is available with 'Travel Desk' which can be utilized by the Officers/officials of IIT.

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

All other conditions contained in the said O.M dated 31.12.2021 (Copy enclosed) shall be strictly followed.

These orders shall come into force with immediate effect.

This is issued with the approval of competent authority

Copy forwarded to

(i) EA to Director
(ii) Deputy Director (Operation)
(iii) Registrar
(iv) Dean (R&D)
(v) Joint Registrar (E-I)
(vi) Assistant Registrar (E-II)
(vii) All head of Departments/Centre’s/units
(viii) IIT website

(Dr. Deepika Bhaskar)
Registrar
Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 31st December, 2021)

1. I, (Name of the Employee_________________) hereby declare and certify that:

2. I have actually performed the onward journey from_________ to ___________ on _________(date) and return journey from ___________ to ___________ on _________ for the purpose of tour and training.

   OR

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

   Sr. 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 Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

   (Signature)

   Name of Employee:

   Designation:

To

Establishment I/II Section

IIT, Hauz Khaz Delhi
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)

   (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.