

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
सचिवालय समन्वय अनुभाग / Secretariat Coordination Section

अणुशक्ति भवन / Anushakti Bhavan,
छत्रपति शिवाजी महाराज मार्ग / C.S.M. Marg,
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No.14/1/2022-SCS/E-file/ 1005

Dated:- 20 -01 - 2022

पृष्ठांकन / ENDORSEMENT

विषय /: Modification of instructions regarding Booking of Air
Subject: Tickets on Government account-Regarding

उपरोक्त विषय पर वित्त मंत्रालय, नई दिल्ली से प्राप्त दिनांक 31.12.2021 के कार्यालय
ज्ञापन संख्या 19024/03/2021-E. IV की एक प्रति सूचना एवं सख्त अनुपालन हेतु अग्रेषित है।

A copy of Office Memorandum No.19024/03/2021-E. IV dated 31.12.2021 received
from Ministry of Finance, New Delhi on the above-mentioned subject is forwarded for
information and strict compliance.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of competent authority.

संलग्न / Encl.: 3 Pages



Bipin Kurup / बिपिन कुरुप

अवर सचिव (एस. सी. एस) / Under Secretary (S.C.S)

All Administrative Heads of Constituent Units of DAE.

प्रतिलिपि / Copy to:

1. All Administrative Heads of PSUs & Aided Institutions of DAE For information and strict compliance with due approval from Competent Authority.
2. पऊवि के सभी अधिकारी एवं अनुभाग / All Officers & Sections in DAE Secretariat.- through DARPAN portal
3. सचिव, स्टाफ साइड, पऊवि विभागीय परिषद् / Secretary, Staff Side, DAE Departmental Council.
4. Guard File Numbers: 87, 149 and 150/SCS-DAE-For physical filing
5. E- फाइल संख्या: 14/1/2022-SCS/E-File.: For Digital Filing.

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).


(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.

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..... toon.....(date) and return journey from..... to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... toon.....(date) and return journey from..... to.....on.....for 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 Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....