OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

CIRCULAR

Subject: Modification of instructions regarding Air Travel on Government account.

All the Judicial Officers and officials posted in Shahdara District, Karkardooma Courts, Delhi, are requested to comply with the instructions contained in O.M. No. 19024/03/2021-E.IV dated 31st December, 2021 and its clarification dated 16th February, 2022 issued by Government of India, Ministry of Finance, Department of Expenditure regarding the subject matter. The above O.Ms are uploaded/available on the official website of this office i.e. https://districts.ecourts.gov.in/shahdara as well as on LAYERS.

(SANJEEV KUMAR MALHOTRA)
CONTROLLING OFFICER
ADDL. DISTRICT & SESSIONS JUDGE
O/o THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KKD COURTS, DELHI

NO. 2657 - 2662 **/LTC/ACCTTS./SHD/KKD/2022-23 DATED:** 6/4/22

Copy for information and necessary action to :-

1. The Ld. Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi
2. P.S. to The Ld. Principal District & Sessions Judge, Shahdara District, KKD Courts, Delhi
3. All the Judicial Officers, Shahdara District, Karkardooma Courts, Delhi with the request to bring the contents of this circular in the notice of staff posted under their respective courts.
4. The A.O.(Judicial)/Branch In-charge, all Branches of Shahdara District, Karkardooma Courts, Delhi with the request to bring the contents of this circular in the notice of staff posted under their respective branches.
5. Website Committee, Computer Branch, Karkardooma Courts, Delhi with the request to please upload the same on the official website of Shahdara District, Karkardooma Courts, Delhi for necessary action.
6. R&I Branch, Shahdara District, Karkardooma Courts, Delhi with the direction to upload the same on LAYERS.

DRAWING & DISBURSING OFFICER
O/o THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KKD COURTS, DELHI

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure
***

North Block, New Delhi.
Dated the 16th February, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.

3 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.

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 ..... to .....on.....(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.....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.....