OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)

SAKET COURTS COMPLEX, NEW DELHI

CIRCULAR

Sub: **Modification of instructions regarding Air Travel and Booking of Air Tickets on Government-Purchase of Air Tickets from Authorized Agent(S).**

All the Judicial Officers and Officials of this establishment are hereby requested to comply with the instructions contained in Office Memorandum No. 1.20/04/2022/Finance(Policy)/1793-1799 dated 01.06.2022 issued by the Government of National Capital Territory of Delhi, Finance (Policy) Department, New Delhi. The above referred Office Memorandum is uploaded / available on the official website of this office as well as on LAYERS.

(Head of Office)
O/o Principal District & Sessions Judge
South District, Saket Courts Complex
New Delhi.

No...../LTC/Accts./South /SB/2022 Dated 12/7/2022

1. P.S. to Ld. Principal District Judge & Sessions Judge , South District, Saket, New Delhi, with the request to bring the same to the notice of Ld. Principal District & Sessions Judge, South and staff posted under their control.

2. All the Judicial Officers, South District, Saket, New Delhi with the request to bring the same to the notice of staff posted under their control.

3. Assistant Accouts Officer/Branch In Charges, all Branches South District, Saket, New Delhi with the request to bring the same to the notice of the staff posted in the branches.

4. The Dealing Official, Layers Seat for uploading on Layers (copy enclosed).

5. The Branch Incharge, Computer Branch (South District) for uploading on the official website of this court (copy enclosed).

6. Office record.

(Head of Office)
O/o Principal District & Sessions Judge
South District, Saket Courts Complex
New Delhi.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (POLICY) DEPARTMENT
4TH LEVEL, A WING, DELHI SECRETARIAT
I.P. ESTATE: NEW DELHI-110002

No.F.20/04/2022/Finance (Policy)/1793-1799 Dated: 01/06/2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel and Booking of Air Tickets on Government account - Purchase of Air Tickets from Authorized Agent(s).

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The attention of all the departments of Government of NCT of Delhi is invited towards the instructions issued by the Government of India, Ministry of Finance, Department of Expenditure vide their Office Memorandum No. 19024/03/2021-E.IV dated 31st December, 2021, wherein it has been decided in view of the decision of the Government of India for disinvestment of Air India that in all cases of air travel where the Government bears the cost of air passage, air tickets shall be purchased from the three Authorised 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). It has also been clarified vide Office Memorandum No. 19024/03/2021-E.IV dated 16th February, 2022 that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines.

Now, therefore, in supersession of earlier Office Memorandum issued by this department vide No.F.20/10/2016-AC/104-28 dated 25.02.2016, it has been decided that the following procedure will be followed in respect of air travel on tours both domestic and International travel and LTC:-

(a) In all cases where a Government servant travels by air on Government Account both domestic and international travel and where the Government bears the cost of air passage, air tickets shall be purchased from DTTDC only.

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(b) In all cases where entitled category officers travels by air on LTC, air tickets shall be purchased from M/S Balmer Lawrie & Company Limited (BLCL), M/S Ashok Travels & Tours (ATT), Indian Railways Catering and Tourism Corporation Ltd (IRCTC) and DTTDC.

(c) Air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. However, while availing LTC, Government officials entitled to travel by air shall travel only as per their entitlement.

(d) The travel agents are expected to provide to the Government servant the **"Best Available Fare"** on the date of booking on the basis of tour programme as per their entitlement. The Choice of the travel agent for booking of ticket from those in para-b above is left open to the Government Servant concerned. No agency charges will be paid/reimbursed.

(e) All Mileage Points earned by Government servant 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 Department on quarterly basis.

(f) Officers not entitled to travel by Air shall also follow the above procedure, however, reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expense, whichever is less.

...contd...3/-

Booking of Air tickets through agency/agencies other than mentioned in para 2(b) shall not be admissible and FD will not entertain any proposal for relaxation on this account.

This issues with the approval of Dy. CM/FM, Govt. of NCT Of Delhi.

(ASHISH CHANDRA VERMA)
Pr. Secretary (Finance)

No.F.20/04/2022/Finance (Policy)//793-1799 Dated:01/06/2022

Copy forwarded to the following for information:-

1. Secretary to Hon'ble Lt. Governor, Delhi.
2. Additional Chief Secretary to Chief Minister, Govt. of NCT of Delhi.
3. Secretary to Dy. Chief Minister, Govt. of NCT of Delhi.
4. S.O.to Chief Secretary, Govt. of NCT
5. All the Addl. Chief Secretaries/Pr. Secretaries/Secretaries/Head of Departments of GNCT of Delhi.
6. Website of Finance Department.
7. Guard file.

(ASHISH CHANDRA VERMA)
Pr. Secretary (Finance)