No.2/11/2016-IFD
Government of India
Ministry of environment, Forests & Climate Change,
(Integrated Finance Division)

Agni, 1st Floor, Indira Paryavaran Bhawan,
Jorbagh Road, New Delhi.
Dated, the 30th July, 2018.

Office Memorandum

Subject: Guidelines on Air Travel on Official Tours — Purchase of air ticket from authorised agent.

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The undersigned is directed to say that while considering a case for relaxation for purchase of Air Tickets from non-authorised agency by a Non-official member, Department of Expenditure (DoE) has unequivocally expressed the requirement of adherence of the condition regarding purchase of air tickets from authorized travel agents only in all cases of Air Travel where the Government of India bears the cost of air passage as per instructions issued vide their O.M. No.19024/22/2017-E.IV dated 19th July, 2017 and 27th Feb., 2018 (copy enclosed).

2. Moreover, Department of Expenditure while considering the proposal for relaxation in the case of a non-official member of a Committee had inter-alia advised to clearly mention in the Meeting Notice that the claim of Non-officials will not be settled if the ticket is booked through unauthorized travel agent.

3. In view of the above, all Divisional Heads are again advised to ensure strict compliance of extant air travel guidelines of Ministry of Finance by all officials/offices under their administrative control, as henceforth relaxation on account of ignorance/unawareness about these guidelines would not be considered.

(Manoj Shrivastava)
Deputy Secretary(IFD)

To

All Divisional Heads (including NRCD & NAEB).

Copy for information to:

1. PPS to Secretary(EF&CC)/DGF&SS

2. PPS to AS&FA/AS(AKM)/AS(AKJ)/Sr.EA/Addl.DG(FC/WL/PT)/CCA
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 Department's O.M. No. 19024/1/2006-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/Panel's, 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.
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 Department’s O.M. No. 19024/22/2017-E.IV dated 19.07.2017 regarding guidelines on Air travel where the Govt. of India bears the cost of passage. As per this O.M., Ministries/Departments were asked to ensure that these instructions are given adequate coverage and were to be circulated to all so that ‘lack of knowledge’ of the rules is not cited as an excuse. In spite of these instructions, a large number of cases for relaxation of air travel guidelines due to purchase of air ticket from unauthorized travel agents, are still being received in this Department.

2. The matter has been re-considered and it has been decided that all such cases of air travel where tickets have been purchased after issue of this Department’s O.M. dated 19.07.2017, seeking relaxation of air travel guidelines pertaining to purchase of air ticket from authorized agent, should have the approval of Secretary of the Administrative Ministry before referring the same to Department of Expenditure.

This is issued with the approval of Secretary Expenditure.

(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.